

<b>EXCUSE SLIP</b>		<b>COLLEGE OF ENGINEERING U.P. Diliman, Quezon City</b>	
<i>Name:</i>		<i>Student Number:</i>	<i>Date:</i>
<p><b>Dr. Jhoanna Rhodette I. Pedrasa</b> College Secretary U.P. College of Engineering</p> <p>Dear Ma'am:</p> <p>I have the honor to request for an excuse of my absence on _____ (dates) in the subjects listed below for the following reasons: _____</p> <hr/>			
<i>Subjects with missed exams/quizzes</i>		<i>Subjects with No missed exams/quizzes</i>	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
Respectfully yours,			
_____ <b>Signature</b>			
<b>Documents Submitted:</b>  <input type="checkbox"/> Medical Certificate <input type="checkbox"/> Letter from Parent/Guardian <input type="checkbox"/> No supporting papers presented		<b>Action Taken:</b>  <input type="checkbox"/> Excuse <input type="checkbox"/> Teacher's Discretion  <div style="text-align: right;"><b><u>DR. JHOANNA RHODETTE I. PEDRASA</u></b> College Secretary</div>	