

Request for Absence from Fieldwork

The student must complete and submit this form to the college supervisor at least one week prior to the planned absence.

Student Name: _____

I request permission to be absent from fieldwork on the following dates: _____

Reason for Request: Please be specific, indicating why you wish to be absent and how you plan to make up the missed time.

Fieldwork Agency: _____

Agency Supervisor Name: _____

Agency Supervisor Email: _____

Agency Supervisor Phone: _____

Student Signature: _____

Agency Supervisor Signature: _____

Date: _____

The section below is completed by the college supervisor at SUNY Cortland.

Approved

Not Approved

College Supervisor Signature: _____