

ILUNO Unexcused Absence Form and Vacation Session Request

ILUNO Unexcused Absence Form				
<p>REMEMBER: The ILUNO Attendance Policy states:</p> <ul style="list-style-type: none"> Do not travel during an ILUNO session. Travel should take place during regular vacation times and between sessions. Every class hour you miss will be counted as an absence. 				
<p>If you MUST travel during an ILUNO session, you MUST meet with an international student advisor for safety and immigration reasons.</p>				
<p>Student name:</p>				
I will travel from: (date)			to (date)	
I will miss class on these dates:				
My travel will be:	<input type="checkbox"/> by plane	<input type="checkbox"/> by bus	<input type="checkbox"/> by car	<input type="checkbox"/> other
Places I will be: (location – city, state, country)				
Telephone number where I can be reached:				
In case of emergency, I give UNO’s International Advisors permission to share this information with the following people: (name and phone #)				
Student signature			(Date)	
International Student Advisor signature			(Date)	
Please tell each of your teachers that you will not be in class. You are responsible for the work you miss. Missed tests will not be made up. Please have your teachers sign below.				
(1)		(3)		
(2)		(4)		
<p>Reminder:</p> <ul style="list-style-type: none"> You have four days off between sessions (Friday, Saturday, Sunday and Monday). After the March-April, June-August and October-December sessions, there are long vacations. The attendance policy you signed states “If you have <u>35 or more absence hours</u> in one ILUNO session, we will dismiss you from the ILUNO program. If you fail the <u>same class two times</u>, we will dismiss you from the ILUNO program” and “If you have <u>50 or more absence hours</u> in one ILUNO session, we will terminate your SEVIS record.” 				

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ILUNO Vacation Session Request				
Student name:				
This student has been approved to take an ILUNO session off		<input type="checkbox"/> out of country	<input type="checkbox"/> in country	
I will travel from: (date)		to (date)		
My travel will be:	<input type="checkbox"/> by plane	<input type="checkbox"/> by bus	<input type="checkbox"/> by car	<input type="checkbox"/> other
Places I will be: (location – city, state, country)				
Telephone number where I can be reached:				
In case of emergency, I give UNO’s International Advisors permission to share this information with the following people: (name and phone #)				
Student signature		(Date)		
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