

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

NOTIFICATION OF ABSENCE FORM

Student attendance is recorded daily. Students who miss 10% of the total classroom hours in a semester will receive a warning. Students who miss 15% of class hours will be put on attendance probation. Students that have exceeded 15% of unattended classroom hours for the semester are subject to dismissal.

Should there be any unavoidable extenuating circumstances causing the student to miss three (3) or more consecutive days of class, students **MUST** submit this Notification of Absence Form with supporting documentation to the Dean of Students. Supporting material must be presented either with the form or immediately upon return to class.

It is the student's responsibility to make up any work that will be missed.

STUDENT ID NUMBER	
STUDENT NAME	
PROGRAM NAME	

DATES OF ABSENCE	
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RETURN DATE	
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REASON FOR ABSENCE (attach documentation)	
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STUDENT SIGNATURE	DATE:
DEAN OF STUDENTS' SIGNATURE	DATE:

NEW YORK CITY
17 Battery Place, New York, NY 10004
t: 1-800-611-FILM | +1-212-674-4300
f: +1-212-344-4434 | e: film@nyfa.edu

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3300 Riverside Drive, Burbank, CA 91505
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f: +1-818-333-3557 | e: studios@nyfa.edu

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*SUMMER ONLY