



## Class Absence Drop Memo

### Instructions:

1. Complete form using fillable fields and save.
2. Email to student as attachment and copy the Office of the Registrar [registrar@presby.edu](mailto:registrar@presby.edu)
3. This form is **NOT** to be used for Class Absence Warning. Warnings must be assigned using the Class Attendance Warning flag in Starfish.

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Student Name: \_\_\_\_\_ PC ID: \_\_\_\_\_

Term: \_\_\_\_\_ Instructor: \_\_\_\_\_

CRN: \_\_\_\_\_ Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Section: \_\_\_\_\_

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• Effective date of drop: \_\_\_\_\_

• Last date of attendance: \_\_\_\_\_

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*Please assign a grade of "FA" to the student listed above.*

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_