

## Absent Report Due to Special Circumstances

To the course instructor

Student's name: \_\_\_\_\_

Department and year level: \_\_\_\_\_

Student ID number: \_\_\_\_\_

I hereby report that I was unable to attend your class(es) due to the following reasons.

- ① From \_\_\_\_\_[Month] \_\_\_\_\_[Day] ( \_\_\_\_\_ Day of the week, \_\_\_\_\_ class period)  
to \_\_\_\_\_[Month] \_\_\_\_\_[Day] ( \_\_\_\_\_ Day of the week, \_\_\_\_\_ class period)
- ② Reason for not being able to attend classes (Check one of the boxes  below)
- Suspension of public transportation services used for commuting to and from TUAT  
(Except in the case of online classes);
- Longer traveling time was needed because an online class and a face-to-face class were  
consecutively provided;
- Infected with a school infectious disease that requires a suspension order (of attending  
on-campus classes) as stipulated in the Regulations for Enforcement of the Health and  
Safety Act;
- Stayed at home to prevent the spread of infectious diseases (Except in the case of online  
classes);  
(Specify the reasons: \_\_\_\_\_ )
- Attended a funeral due to the death of a relative within the third degree of kinship.

Documents to be attached to this report

- 1 ) In case of transportation suspension, attach a page from the website of the railroad or  
bus company or other documents that can prove that the service has been suspended.
- 2 ) In case of influenza, please bring prescription details for your influenza medication and  
any other documents explaining the medication (or the bag that contained the influenza  
medication or a paper bag of pharmacy-prescribed medication are also acceptable) to  
the Health Service Center, obtain a Certificate of Permission to Return to Campus, and  
attach that to this report.
- 3 ) In case of infections other than influenza, bring a medical certificate issued by the  
hospital (stating the name of the illness and the duration of the suspension of  
attendance) to the Health Service Center, obtain a Certificate of Permission to Return  
to Campus or an opinion letter, and attach that to this report.
- 4 ) If you attended a funeral, attach a funeral thank-you note or other documents.