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| **Request for Leave** | |
| The request for leave from class must be submitted at least 24 hours before the class. Any requests submitted after the time restriction will be not accepted and regarded as “absence.” You can only have at most two days of class absence on personal matters; more than those limited request will not be tolerated and not be accepted unless it is due to death in family, otherwise more than two days of absence will result in receiving the negative 50% of your final total class participation. | |
| **Student Name:** | **Yukun Ma** |
| **Student ID:** | **1150310618** |
| **Student Phone Number:** | **18845895386** |
| **Date(s) of Absence:** | **April 16, 2018** |
| **Reason for Request of Leave (**Describe your reason for request of leave here.):  I have to go to Shenyang to have an interview in US Embassy for my application for US Visa.  My planner trip to US is for the summer internship in Georgia Tech. | |
| Please grant your permission for leave of absence. Date:April 12, 2018 | |
| Requestor Name  (if not as a student): |  |
| Requestor Name  (if not as a student): |  |