

Report of Student Absence due to Participation in Schooling for APU English Teaching Certificate Program with Musashino University (English)

Date: _____ year _____ month _____ day

To (instructor): _____

We hereby report the absence of the following student.

Student ID No.		College	<input type="checkbox"/> APS <input type="checkbox"/> APM	Year Level	
Name					

(APU Subject from which the student will be absent)

Subject	
Day & Period	Friday, 5 th period
Date for Absence	2016/12/2 (Fri)

(Schooling subjects at the Musashino University)

Subject	英語科指導法 I、II
Date & Period	2016/12/3 (Sat) 1 st ~2 nd period

APU works in conjunction with Musashino University's Distance Learning Division to provide the APU English Teaching Certificate Program. Students registering for this program aim to acquire their teaching certificate (English teaching) in order to teach in Japanese junior and senior high schools. Students are required to take designated schooling classes and they cannot request certain locations or dates for these classes. (Schooling indicates that the students have to physically go to the Musashino University located in Nishitokyo City, Tokyo and take lectures.)

APU does not have any system for recognizing "official absences." Therefore, the handling of absences must be the prerogative of each individual instructor. We ask for your generosity to grant an official absence to this student, who is obliged to miss class for the compelling reasons shown on the request form.

Dean of Academic Affairs Seal