

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

Date: May 11th, 2018

To (instructor): Asia Taihei

We hereby report the absence of the following student.

Student ID No.	○ ○ ○ ○ ○ ○ ○ ○	College	<input checked="" type="checkbox"/> APS <input type="checkbox"/> APM	Year Level	3
Name	Ritsumei Taro				

(APU Subject from which the student will be absent)

Subject	Introduction to APS
Day & Period	Friday / 5th period
Date for Absence	May 25th

(Schooling subjects at the Musashino University)

Subject	教職論
Date & Period	May 26th / 1st to 4th 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