



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

**Student Off-Campus/Field Trip
or
Student Representation at a Conference or
Professional Organization**

Department of _____

Date _____

The following student(s) will be participating in a:

- ☐ Student Off-Campus/Field Trip ☐ Conference
☐ Meeting of a professional organization
☐ Other

Student(s) will be participating in/attending _____.

Student participation in this activity is approved by the sponsoring department, and a request is made that the student(s) be permitted to make up missed tests, and/or assignments. Students have been advised that it is their responsibility to inform their course professors of this activity through presentation of this form.

Signature of Student Date
* See attached sheet for multiple students

Signature of Department Chairperson

Sponsoring Faculty Member Date

Dean/Vice President

Attendance Register for Student Off-Campus/Field Trip

Date:_____

Reason for Trip:_____

[illegible]

[illegible]