Form３（COVID-19）

**Notice of Absence from Class（COVID-19）**

 　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Date (year/month/day):

 　　　　　Dean of Faculty

　　　　　　　　　　　　　　　　　　　　　　 　　　　　　Department

 　　 　 　　 　　　　　　 Student Number

 　　 　 　　 　　　　　　Name

In light of the situation regarding COVID-19, I am writing to you that I cannot attend class.

1. **Reason**（Please write the corresponding number here）:

(1) When you are infected with COVID-19, set the outbreak day to day 0, and the term of authorized absence will be set to 5 days. However, if symptoms such as fever, phlegm, or sore throat persist on the 5th day, the period until 24 hours have passed after the symptoms disappear shall be considered the period of authorized absence.
(2) When you turn out to be positive for COVID-19 by a self-check (quantitative antigen test, etc.), the outbreak day will be set to day 0, and the term of authorized absence will be set to 5 days.

\*Only government-approved test kits can be used.
(3) If it is difficult for you to come and attend the classes due to vaccine booster or vaccine side effect, the authorized absence term will be considered the day you have the vaccine or until the side effect symptoms disappear.
(4) In addition to the above, the head of a department decides it is necessary from the perspective of preventing the spread of COVID-19.

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２．Period of absence:　Year Month 　 Date ～ 　　 Year Month 　 Date (Expected)

３．List of missed classes:

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| --- | --- | --- | --- |
| Date/Day/Period | Course No. | Name of Class | Instructor |
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【Important Points and about procedure】

1. In the case when you have a reason for being authorized absence, fill out the front page (typing is available) and submit it by email or in person to the academic affairs you belong to. In principle, you should submit the application in the following situations immediately after the expiration of the reason, but the deadline for submission is up to two weeks.
2. When you are infected with COVID-19, you need to submit the following documents ① or ②:
	1. Certificate of recovery (copies are available) \*You need to write down the duration of the disease.
	2. The medical certification (photocopies are acceptable) or document showing that you have visited a medical institution (photocopies are acceptable) and progress report for COVID-19.

(2) When you turn out to be positive for COVID-19 by a self-check (quantitative antigen test), you need to submit the picture of the test kit that shows a positive reaction, etc., and a progress report for COVID-19. \* Only government-approved test kits can be used.

(3) If it is difficult for you to come and attend the classes due to a vaccine booster or vaccine side

effect, you need to submit a copy of the vaccination voucher, a certificate of vaccination, or any

other document showing the student has been vaccinated.

 (4) In addition to the above, if the head of a department decides it is necessary from the perspective of preventing the spread of COVID-19, you need to submit the documents that the head of a department has decided.

2. Once your absence has been approved, please follow any guidance given by your instructors.

3. If you cannot/could not take an exam, please follow the prescribed procedures to apply for a

rewrite or official postponement.

4. Any personal information provided on this form or on attached documents will only be used to

process your absence and inform the relevant staff members.