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. I was caught by COVID-19・・・　the period that was decided by Ministry of Health, Labor and Welfare.
2. I was defined as Close contact person of COVID-19・・・ the quarantine period that was decided by Ministry of Health, Labor and Welfare.
3. In the case of the following physical conditions: has a fever above 37.5℃（99.5°F）, cough, sore throat, the symptoms of having difficulty in breathing, and fatigue.
4. Stay-at-home period for a person who has come back from overseas. ・・・The period defined by each circumstance.
5. If you are unable to enter Japan before the first day of the class due to Japanese entry restrictions, travel restrictions to Japan, or flight cancellations.
6. A case when it is difficult to attend the class due to the vaccine’s side-effects.
7. Aside from the aforementioned situation, the case that Department Directors have admitted.

If you selected (3), (5) or (6), please elaborate on the situation below (you can also attach supplementary documents if necessary):

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

３．List of missed classes:

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

1. If you will be/were absent for any of the reasons stated above, please fill out the form (typing accepted) and email it to your department’s academic office and the relevant instructors.
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 to inform the relevant staff members.