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 will not be able to/was not able to go to campus or attend classes.

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

1. I have been in contact with someone infected with COVID-19 and have to/had to self-quarantine until receiving permission to attend school from a health official.
2. I am experiencing/experienced flu-like symptoms (including a fever, coughing, or fatigue), lost my sense of taste/smell, or feel unwell, and have to/had to self-quarantine until 5 days after all symptoms go/went away.
3. I traveled overseas and have to/had to self-quarantine for 14 days upon arrival in Japan.
4. I cannot/could not enter Japan by the time classes start/started due to entry restrictions into Japan or because my country of departure restricted international flights.
5. I am experiencing/experienced underlying anxiety about the risk of contracting COVID-19 in public spaces. As a result, I cannot/could not go to campus and participate in face-to-face classes or use public transport or travel across prefectural borders.

If you selected (2) or (5), 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.