

It is necessary to file this form when you submit a travel authorization/motor pool request form to the Department Chairman for signature

**Middle Tennessee State University  
Group Absence Notice**

The students indicated below will be away from the university participating in an officially recognized activity on the dates specified.

Name of Course, or Organization:
Name of Instructor or University Official in Charge:
Dates and Times of Expected Absences:
Purpose of Off-campus Activity:
Names of Participating Students:

Students are to show a copy of this notice to all of their teachers prior to the expected absences.  
Faculty members are asked to initial this form when it is presented to them by a student.

\_\_\_\_\_  
Signature of Faculty Member      Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chair      Date \_\_\_\_\_