



Xavier University of Louisiana  
Student Health Services  
4910 Drexel Drive - Box 36  
New Orleans, Louisiana 70125  
Office: (504) 520-7396 Fax: (504)520-7962

## Guidelines for Absence Slips

**The office of Student Health Services supports regular attendance of classes. Excessive absences interfere with the educational goals of the student and university.**

### Absence from Class

- A student whose illness warrants an absence from class, will be issued a **Report of Absence** slip, if he/she has been seen by a physician or nurse on campus or private physician office off campus and has documentation of illness.
- **Students must call** Student Health Services, **prior to class** on the day of illness. This call will be documented by the staff in Student Health Services.
- In order to obtain an absence slip for illness, the student **Must** be seen by a physician or the nurse practitioner in Student Health within 24hrs. of the absence.
- If the student has been seen off campus he/she must submit a **Return to School** statement to Student Health Services from that physician's office.
- **A Report of Absence slip will only be issued At the Time of Occurrence. IT WILL NOT BE ISSUED AT THE END OF THE SEMESTER, FOR AN EARLIER ILLNESS.**
- **AN ABSENCE SLIP DOES NOT GUARANTEE AN EXCUSE FROM CLASS, DUTIES, OR ASSIGNMENTS. THIS IS THE PRIVILEGE OF THE RESPECTIVE PROFESSOR/DEAN.**

### Absence after Hospitalization/Lengthy Illness

- Students who have been hospitalized or absent due to a lengthy illness or injury must submit a **Return to School** statement from his/her physician indicating activity status/limitations to Student Health Services.
- The absence slip should be presented to the professor of each **"missed"** class and finally submitted to the respective dean.
- **AN ABSENCE SLIP DOES NOT GUARANTEE AN EXCUSE FROM CLASS, DUTIES, OR ASSIGNMENTS. THIS IS THE PRIVILEGE OF THE RESPECTIVE PROFESSOR/DEAN.**