



Policy No. IS100.24  
Northwest Louisiana Technical College

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**Instructor's Drop Form for Student Absences**

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Original Adoption: June 1, 2007  
Effective Date: June 1, 2007  
Last Revision: August 20, 2014

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\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
NUMBER OF ABSENCES

\_\_\_\_\_  
LAST DATE ATTENDED

\_\_\_\_\_  
INSTRUCTOR'S NAME

\_\_\_\_\_  
PROGRAM

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COURSE NAME AND SECTION NUMBER

\_\_\_\_\_  
INSTRUCTOR'S SIGNATURE

\_\_\_\_\_  
OFFICE OF STUDENT AFFAIRS

\_\_\_\_\_  
DATE RECEIVED

*Policy Reference:* Louisiana Technical College Policy No. IS100.24 Attendance  
LTC Policy IS1930.109 Attendance

Approved:

A handwritten signature in cursive script that reads "Dianne Clark".

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Dianne Clark  
Interim Director