

What counts as excused?

1. Cadre approves excusal for one of the following:
2. Other ROTC activities (AFOQT/TBAS, Phase II selection, Base visit, etc.)
3. Funeral of immediate family member
4. Doctor's Note
5. Military orders or university sanctioned event

If your reason does not follow one of the reasons above, it will not be excused and you should NOT fill out this form.

PT Absence:

To get an absence excused you:

1. Do not need an objective make-up memo
2. Must fill out the excusal form within **72 hours of absence**

LLAB Absence:

1. Fill out the excusal form within **72 hours of absence**
2. Fill out objective make-up memo (Have flight leadership endorse it and then include it on with your additional documents on the last section of the excusal form) within **1 week of absence**

Excusal Form:

<https://forms.gle/jpFyLECjKBGyF9t58>

Objective Make-up Memo:

<https://forms.gle/FzMMLv6msLSSSR81A>

Instructions: (Only fill out if an objective was missed)

- Make a copy of the document listed in the link above
- Input information according to the colors below:

1. Green Highlight - is for the cadet to fill out

2. Yellow Highlight - is for the Flight Commander to fill out

3. Red Highlight - you will delete and not include in the memorandum