# Template for explaining absence/illness/other extenuating circumstances to a staff member

**Note:** If you miss classes as a result of illness or other extenuating circumstances, you should inform staff of your absence and the reason for it. Some lecturers award credit for attendance and participation so you should let staff know if you cannot attend classes for genuine reasons. If you miss classes for a prolonged period of time, submit supporting documentation (such as medical certificates) to the relevant School or College Office, and contact your individual lecturers to explain your absence and, if necessary, to ask for their assistance in catching up. If you are registered with the Disability Support Service and your absence is as a result of a disability or long-term health condition, contact your disability advisor as well.

Feel free to use or adapt this email template to explain an absence or inform staff about illness or other extenuating circumstances. Just insert your own details into **[the fields that look like this]** and copy and paste into a new email. See also the **Guide to emailing NUI Galway staff**.

In the **subject field**, type the purpose of your email, for example: Absence from classes

Dear **[Title of the staff member that you are emailing: for example, Professor, Dr. Mr. Ms., followed by their last name]**,

My name is **[first name and last name]** and I am a **[what year]** student in your **[name class – module code and name if possible]** class.

I am emailing you to let you know that I **[have missed/will miss]** a number of your classes due to **[name the reason why you have missed or will miss classes. You do not have to go into detail if you would prefer not to – for example, it is OK to say “due to illness”.]**. My absence **[covered/will cover]** the period from **[start date of absence to end date of absence, if you know these]**.

I am worried that my absence will have a negative impact on my performance this semester. Do you have any suggestions that might help me to catch up on the classes that I have missed?

I look forward to hearing from you at your convenience.

Kind regards,

**[First name, last name and student ID number]**

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