[](http://r.search.yahoo.com/_ylt=AwrTcYJvQzxT5W4Asf2jzbkF;_ylu=X3oDMTBpcGszamw0BHNlYwNmcC1pbWcEc2xrA2ltZw--/RV=2/RE=1396487151/RO=11/RU=http:/www.unm.edu/~wrtgsw/RK=0/RS=hAh8ezp.X8Tc5ucrR4TeqngAM5Y-)**Instructor Absence Form**

This absence should be considered: \_\_\_\_\_\_\_\_\_\_\_\_\_ **Emergency** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Non-Emergency**

Was class cancelled?: \_\_\_\_\_\_\_\_\_\_ **Yes** \_\_\_\_\_\_\_\_\_\_\_ **No** (If no, please provide substitute teacher information below.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Filled out by: **Instructor**  *or* **Academic Affairs Office** | Instructor name (print) |  | | | | |
| Date of absence or class dismissal |  | | | | |
| Class/course information  (Please list; include date and time of class or classes) |  | | | | |
| Reason for absence or class dismissal |  | | | | |
| Substitute instructor  *(if applicable)*  (Please list name and phone number.) |  | | | | |
| How will your students make up this class?  (i.e., Substitute, hold extra class, other. Please list and **be specific**.) |  | | | | |
| Notification of students | 🗆notified by instructor *or* 🗆 notified by Academic Affairs Office  🗆 via email *or* 🗆 via phone call | | | | |
| Notification of division chair | 🗆notified by instructor *or* 🗆 notified by Academic Affairs Office  🗆 via email *or* 🗆 via phone call | | | | |
| Cancellation door signs required and posted? | 🗆Yes, posted on classroom door  🗆No, not required | | | | |
| **Instructor signature** | **X** | | | **Date:** | |
| **Academic Affairs Office staff (*if applicable*)** | Initials: | Date: | Time: | | **#** |
| **Approvals:** | | **Signature** | | | **Date** | |
| **Division Chair and Dean of Instruction** | **Division Chair**  (Printed Name) |  | | |  | |
| 🗆Approved or 🗆Disapproved-Reason: | | | | |
| **Dean of Instruction**  (Printed Name) |  | | |  | |
| 🗆Approved or 🗆Disapproved-Reason: | | | | |

***Return to Academic Affairs Office within one week after the absence or class dismissal.***

*Completed forms to be filed in instructor file under Correspondence tab.*