



# 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: <b>Instructor</b> or <b>Academic Affairs Office</b>	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 <i>(if applicable)</i> (Please list name and phone number.)				
	How will your students make up this class? (i.e., Substitute, hold extra class, other. Please list and <b>be specific.</b> )				
	Notification of students		<input type="checkbox"/> notified by instructor <i>or</i> <input type="checkbox"/> notified by Academic Affairs Office <input type="checkbox"/> via email <i>or</i> <input type="checkbox"/> via phone call		
	Notification of division chair		<input type="checkbox"/> notified by instructor <i>or</i> <input type="checkbox"/> notified by Academic Affairs Office <input type="checkbox"/> via email <i>or</i> <input type="checkbox"/> via phone call		
	Cancellation door signs required and posted?		<input type="checkbox"/> Yes, posted on classroom door <input type="checkbox"/> No, not required		
	Instructor signature		X		Date:
Academic Affairs Office staff <i>(if applicable)</i>		Initials:	Date:	Time:	#
Approvals:		Signature		Date	
Division Chair and Dean of Instruction	Division Chair (Printed Name)				
	<input type="checkbox"/> Approved or <input type="checkbox"/> Disapproved-Reason:				
	Dean of Instruction (Printed Name)				
	<input type="checkbox"/> Approved or <input type="checkbox"/> 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.