# Instructor Absence Form

This absence should be considered:  

- Emergency
- Non-Emergency

Was class cancelled?:  

- Yes
- No (If no, please provide substitute teacher information below.)

<table>
<thead>
<tr>
<th>Instructor name (print)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of absence or class dismissal</td>
<td></td>
</tr>
</tbody>
</table>
| 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  
☐ notified by Academic Affairs Office  
☐ via email  
☐ via phone call |  |
| Notification of division chair  
☐ notified by instructor  
☐ notified by Academic Affairs Office  
☐ via email  
☐ via phone call |  |
| Cancellation door signs required and posted?  
☐ Yes, posted on classroom door  
☐ No, not required |  |
| Instructor signature | X |
| Date: |  |

---

### Instructor Absence Form

<table>
<thead>
<tr>
<th>Academic Affairs Office staff (if applicable)</th>
<th>Initials:</th>
<th>Date:</th>
<th>Time:</th>
<th>#</th>
</tr>
</thead>
</table>

### Approvals:

| Division Chair  
(Printed Name) | Signature | Date |
|----------------|-----------|------|

☐ 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.

Updated: 1/5/2015