**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.*