



Faculty Absence Form

This absence should be considered: Emergency Non-Emergency

Was class cancelled? Yes No

Instructor Name	
Date of absence or class dismissal	
Class/course information (include date/time of class or classes)	
Reason for absence or class dismissal	
Substitute instructor if applicable (name and phone number)	
How will your students make up this class?	
Notification of students	Notified by instructor Via Email Via Phone Notified by Office of Academic Affairs Via Email Via Phone
Notification of Department Chair	Notified by instructor Via Email Via Phone Notified by Office of Academic Affairs Via Email Via Phone
Cancellation door signs required and posted	Yes – posted on door No, not required
Instructor signature/date	
Office of Academic Affairs signature/date	