

For all planned absences, please fill out a **Plan for Classes to be Missed** form (provided below). The instructor may choose to cancel class or have a substitute for continued class instruction. It is the instructor's responsibility to find an approved substitute. Please consult division chairs for approved subs.

If a substitute is requested, instructors are to provide assignment information for the substitute as soon as possible before the absence.

Under ordinary circumstances it is assumed that the instructor will return to his/her teaching duties on the succeeding day, unless notification is given to the contrary.

All faculty are responsible for completing an absence report form at the end of each month. Please see Human Resources for information regarding absence reports.

Deadlines for Absence Reports to be submitted: 25th of each month

PLEASE USE THIS FORM FOR ANY CLASSES MISSED UNDER ANY CIRCUMSTANCE



Plans for Classes to be Missed

Instructor Name: _____ Date(s): _____
 (to be absent)

Purpose: _____

Date	Hour	Class	Room	Cancel/Sub	Recommended Plan
	Begin Time: End Time:	CRN: Class:		Cancel <input type="checkbox"/> Sub <input type="checkbox"/>	 Preferred Sub:
	Begin Time: End Time:	CRN: Class:		Cancel <input type="checkbox"/> Sub <input type="checkbox"/>	 Preferred Sub:
	Begin Time: End Time:	CRN: Class:		Cancel <input type="checkbox"/> Sub <input type="checkbox"/>	 Preferred Sub:
	Begin Time: End Time:	CRN: Class:		Cancel <input type="checkbox"/> Sub <input type="checkbox"/>	 Preferred Sub:

Instructor Signature: _____

V.P. Instruction: _____

For Office Use Only:

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|---|-------------------------|--------------------------|----------------------|--------------------------|
| Employment Recommendation | iMARCS | <input type="checkbox"/> | Request to be Absent | <input type="checkbox"/> |
| Yes <input type="checkbox"/> No <input type="checkbox"/> (copy) | Absence Calendar | <input type="checkbox"/> | Cancellation Notice | <input type="checkbox"/> |
| Certification of Qualifications | Counseling Notification | <input type="checkbox"/> | Online Cancellation | <input type="checkbox"/> |
| Yes <input type="checkbox"/> No <input type="checkbox"/> (copy) | Keys Distributed | <input type="checkbox"/> | Twitter | <input type="checkbox"/> |