



**ABSENCE FROM CLASS/DUTIES REQUEST**

Name:  Division:

Date of Absence Requested:

Course # & Section:  Time:  Bldg./Room#:

**CLASS WILL BE COVERED BY:**

- Colleague     Division Dean     Media Presentation     Guest Lecturer  
 Combining Classes     Paid Substitute     Special Class Assignment

Students will be notified:   
Date By Whom

**DUTIES TO BE MISSED:**

- Office Hours     Registration     Scheduled Meeting  
 Advising     Graduation     Other:

Have any arrangements been made to cover your duties?

- Yes    If Yes, by whom?   
 No    If No, reason for missing duties:

If this was an unplanned absence and you were unable to notify the College, please explain why you were absent.

**Requested By**

**Approved By:**

\_\_\_\_\_  
Employee's Signature      Date

\_\_\_\_\_  
Supervisor's Signature      Date