

Department of English

### Absence Reporting Form

*If traveling, submit form at least one month in advance*

**Faculty Member:** \_\_\_\_\_

**Dates of Absence:** \_\_\_\_\_

**Reason for Absence** (include place, if traveling): \_\_\_\_\_

\_\_\_\_\_

**Contract 6.2.3** Faculty shall meet their assigned classes at their scheduled times for the entire period and for the full length of the semester. Any change in time or location of a scheduled class must have prior approval of the department head, and the faculty member is expected to give students timely notification of change.

DATES	COURSE NO.	TIME	ALTERNATE ACTIVITIES	WILL CLASSES MEET AS SCHEDULED?	PERSON IN CHARGE

Signatures: \_\_\_\_\_

Faculty Member

Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date