

THIS FORM FOR DEPARTMENTAL USE ONLY

NOTICE OF ABSENCE FROM CLASS/CLASS CANCELLATION

Absence from class for *any* reason should be reported on this form. Absence from class for reasons other than illness or emergency requires *prior* permission from the Department Chair. Informal voluntary substitution by a University colleague is permissible, but requires prior permission from the Chair. Classes should be canceled only in exceptional circumstances, and normally appropriate alternative assignments/activities should be provided.

Please complete the following information and submit this form to the Department Chair as early as possible before the anticipated absence from class, if absence was due to illness or emergency (or as soon thereafter as possible).

Name _____

Class _____

Date(s) of Absence _____

Reason for Absence:

Is this form being submitted prior to an absence or following (due to illness or emergency)?

Prior

Following

Arrangement for class(es) missed (e.g. name of substitute and/or alternative assignments/activities):

If using a Volunteer substitute, fill out the following:

Email _____ Phone _____

All Volunteer substitutes **MUST** have filed a *Limited Report for Abuse/Neglect of Minors* form with CSULB.

Has the Substitute filed a Limited Reporter for abuse/neglect of minors form? Yes No

Is the Substitute on the Department's approved Substitute list? Yes No

(If no, please submit the Substitute's CV with this form for the Chair to approve)

Has the Substitute filed a yearly Campus Volunteer form with the Department? Yes No

Is your request for a substitute due to required University business? Yes No

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For technique classes: Will your sub need a musician? Yes No
(Please inform Music Director if you plan to cancel or add a musician)

Note: If the absence is not due to required University business (as approved by the Department Chair), it is the duty of the Instructor of Record to arrange compensation (this person is officially a Volunteer). In the instances when a substitute is being paid by the Department, a Master Class/Lecture Request Form should also be submitted with this form (this person would NOT be a Volunteer, and no Volunteer paperwork is necessary).

SIGNATURE _____ **Date** _____

RECEIVED BY CHAIR _____ **Date** _____

Claim Time?	Yes	No
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Note: This form is not required for the use of personal holiday that is taken upon mutual agreement of the faculty member and Department Chair. In cases of absence involving University-related travel, this form is not a substitute for the standard travel authorization form.

The Administrative Coordinator will enter all approved absences on the Department Calendar in the Main Office, including names of Substitutes.

Distribution: from Chair to Sylvia, original to Employee, copy to Jen