NOTIFICATION OF ABSENCE FROM CLASS

This form is to notify your Department Chair and Dean of your absence from a scheduled class. This form is for absence with pay and is not required if you are absent for sickness, family illness, personal holiday, vacation, or leave without pay. Please use the CSUB Absence Form for those purposes. The Absence form is available at (http://www.csub.edu/BAS/fiscal/payroll/documents/aatwr.html).

Faculty Name: _____

Dates of Absence: Start Date _____ Return Date _____

Reason:

Course/ Location	Date	Time	Substitute Faculty and Contact Information
Other Instructions			

Signature of Faculty Member: _____ Date: _____

Signature of Department Chair: _____ Date: _____

Signature of School Dean: _____ Date: _____

Created: 3/12/08