

Department of English  
PLANNED/UNPLANNED TEACHER ABSENCE REPORT

A *Planned/Unplanned Absence Report* is required for all teacher absences from regularly scheduled classes:

- (1) If your absence is planned, you should fill in the form completely, giving the reason for your absence and explaining how your classes will be covered during your absence. The form should be turned in to the Office of Undergraduate Studies (PT 401B) prior to your absence.
- (2) If your absence is unplanned, you should call the main English office (678-2651) before your classes are scheduled to meet. If you do not speak with someone in the main office directly, email the staff. Let the staff member know why you will be absent and what you wish done with your classes in your absence (probably a cancellation if only one day is involved). The staff member will fill out a form for you and submit it to the Director of English Undergraduate Studies. If you will be absent for more than one class session per class, you should also notify the Office of Undergraduate Studies by phone or e-mail.

Name \_\_\_\_\_ Date \_\_\_\_\_

Please check one:      Planned Absence \_\_\_\_\_ Unplanned Absence \_\_\_\_\_

Absence from official duty from \_\_\_\_\_ to \_\_\_\_\_ (Dates)

Reason(s) for absence (required): \_\_\_\_\_

Provisions made for class(es): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<u>Course</u>	<u>Section</u>	<u>Days</u>	<u>Time</u>	<u>Building/Room</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signature of Instructor or of Staff Member Taking the Call \_\_\_\_\_ Date \_\_\_\_\_

Signature of Director of English Undergraduate Studies \_\_\_\_\_ Date \_\_\_\_\_