

OFFICIAL NOTICE OF FACULTY ABSENCE

ROOM NO.

_____ WILL BE ABSENT FROM HIS/HER
NAME OF INSTRUCTOR

_____ CLASS AT _____,
SUBJ/CRSE/SEQ HOUR

_____, _____,
DAY DATE

THE CLASS:

_____ IS DISMISSED FOR TODAY.

_____ SPECIAL INSTRUCTIONS FROM THE INSTRUCTOR:

DATE

SIGNATURE OF DEPARTMENT HEAD, OR

_____ OFFICE OF INSTRUCTION REPRESENTATIVE

_____ DEPARTMENT REPRESENTATIVE

_____ EVENING REPRESENTATIVE

