



PARK
UNIVERSITYSM

FACULTY ABSENCE REPORT

This form must be completed whenever a faculty member will be absent for a period of one day or more. Instructions: Please complete the form, forward to the immediate supervisor (usually Chair) for signature, and submit to the appropriate Dean one week prior to the requested date of absence. If you are traveling abroad, please notify Jim Crum jim.crum@park.edu to that effect.

Name:

Request Date:

Reason for Absence:

Absence Date(s):

Place of Travel:

Schedule of classes to be missed:

Course #	Course Name	Time	Day	Date

Plans made for class in your absence:

Course # Summary of plans:

Faculty contact phone number (in case of class emergency):

Supervisor's approval:

Date:

Dean's approval:

Date:

Conditions (if any):