



REQUEST FOR PERSONAL DAY

You are expected to notify the Dean of Academics and Program Director or Coordinator of a scheduled absence at least two weeks in advance, whenever possible. You may arrange coverage with part-time members of the Faculty before you present this document. It is your responsibility to notify students of your absence and to make up any loss of class time and/or class work with the students.

Request Date: _____

Instructor: _____

Dates of Absence: _____

Class coverage will be as follows:

Date	Period	Instructor	Plan

Attach an additional sheet, if necessary

Instructor's Signature: _____