

Approval for Class Absence

All class and Mathematical Science Learning Center (MSLC) absences must be approved by your teaching supervisor and the department. This approval must be obtained if you miss a lecture, classes you are teaching, assigned hours in the MSLC, or grading assignments.

If you know in advance that you will be forced to miss class or MSLC (jury duty, scheduled surgery, conferences, court appearance), make arrangements to have your classes and MSLC time covered and complete the form below. Obtain the approval of your teaching supervisor, followed by the Associate Head for Instruction.

Complete this form **before** you miss class! A copy of the final approval will be put in your file.

If you have a sudden unplanned emergency (serious illness, car accident) contact your teaching supervisor and the department immediately (312/996-3041). When you return, complete this form with an explanation, have your teaching supervisor sign the **Absence form**, then submit to the Associate Head for Instruction.

Name: _____

Date(s) of absence: _____

Reasons for absence: _____

Classes, MSLC or assignments missed: _____

Arrangements: _____

TA Signature: _____

Date: _____

Approved: _____

Date: _____

Teaching Supervisor

Approved: _____

Date: _____

Associate Head for Instruction