



Report of Absence Adjunct Faculty

Instructor Information			
Name		SS No/Banner ID	

Classes Missed				Id Number of Class	
Dates		-		Number of Days	
Hours Absent					
Reason					
Class Arrangements (i.e. Community College Credentialed Substitute arranged through Division Chair and Dean's Office Cancelled with Extra Assignment)					

Name of Substitute (This person will be paid by the College-do not arrange to pay them yourself)					
Last		First		M.I.	
Address		City		Zip	

Signatures (Approval)			
Instructor		Date	
Division Chair		Date	
Dean of Instruction		Date	

Forward to Payroll