

**UNL School of Art, Art History & Design
Faculty/ Instructor absence notification form**

Please turn in the completed form to the Director's Office a week prior to the absence.

If you were invited to a conference or lecture, please attach a copy of your invitation.

<i>Name:</i>	
<i>Date Submitted:</i>	
<i>Reason for Absence:</i>	<input type="checkbox"/> <i>Professional</i>
	<input type="checkbox"/> <i>Personal</i>
	<input type="checkbox"/> <i>Combination of Professional and Personal</i>
	<input type="checkbox"/> <i>Other</i>

<i>Date(s) of Absence:</i>	
<i>Emergency Contact Information:</i>	
<i>Phone Number(s):</i>	
<i>Email Address(s):</i>	

<i>Class Arrangements:</i>	<i>The following arrangements have been made for classes missed</i>
<i>Course #</i>	<i>Instructor during Absence:</i>

Explanation of Absence (required):

<i>Faculty member's Signature:</i>	
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<i>Director's Signature:</i>	
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