



## Notification of Absence from Campus

Name: \_\_\_\_\_

School/Program: \_\_\_\_\_

Absence Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Absence End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
                                  day    month    year                                    day    month    year

Reason for Absence:

Conference \_\_\_\_                      Research \_\_\_\_                      Vacation \_\_\_\_                      Other \_\_\_\_

If **not** vacation, please provide details:

---

---

---

The following arrangements have been made for my classes, teaching obligations and student supervision:

---

---

---

---

\_\_\_\_\_  
Signature of Academic Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Noted by Program Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Noted by Dean of School

\_\_\_\_\_  
Date