

UNL DEPARTMENT OF CHEMISTRY FACULTY / INSTRUCTOR ABSENCE NOTIFICATION FORM

Please turn in completed form to the Chair's Office prior to the absence.

<i>Name:</i>	
<i>Date Submitted:</i>	
<i>Reason for Absence:</i>	☐ <i>Professional</i>
	☐ <i>Personal</i>
	☐ <i>Combination of Professional and Personal</i>

<i>Date(s) of Absence:</i>	
<i>Contact Information:</i>	(In case of an emergency, where can you be reached?)
<i>Phone Number(s):</i>	
<i>Email Address(s):</i>	

<i>Class Arrangements:</i>	☐ <i>Not Applicable</i>							
	<table border="1"> <tr> <td><i>Course #</i></td> <td><i>Instructor during Absence:</i></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>		<i>Course #</i>	<i>Instructor during Absence:</i>				
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☐ <i>The following arrangements have been made for sections missed:</i>								

<i>Signature:</i>	
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