

Request for Approved Absence

This form must be submitted for Area Chair and Dean approval prior to your absence from the university.

Complete one form for each consecutive absence period.

Name: _____ Date: _____

I request approval to be off campus during a period of time when I provide regularly scheduled instruction. Regularly scheduled classes and rehearsals must be met at the scheduled time.

Departure date: _____ Return date: _____ Destination: _____

Purpose of travel: _____

COURSES AND ENSEMBLE REHEARSALS:

Course number/name OR ensemble rehearsal: Date of course or rehearsal: Who will teach/conduct at scheduled time:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LESSONS:

Identify how missed lessons will be covered.

Approved by Area Chair: _____ Date: _____

While away, I can be reached in the following way/s:

Approved by Dean: _____ Date: _____