

- Personal Matter

ABSENCE(S) OCCURRED					MAKEUP SCHEDULE	
---------------------	--	--	--	--	-----------------	--

COURSE	SECTION	ROOM	DATE	TIME	DATE	TIME
--------	---------	------	------	------	------	------

ANTICIPATE ABSENCE(S)					SUBSTITUTE FACULTY	ID NUMBER
COURSE	SECTION	ROOM	DATE	TIME		

RT - Room Transfer CT - Change of Time OCS - Online Class Synchronous OCA - Online Class Asynchronous
 AC - Alternative Class FT - Field Trip

ORIGINAL SCHEDULE						NEW SCHEDULE		
COURSE	SECTION	ROOM	DATE	TIME	REASON	DATE	TIME	ROOM ANIM/SPACE

Note: Please use "OCA" if synchronous online class will be made asynchronous and "OCS" if asynchronous mode will be made synchronous. For online class to face-to-face class use "RT" as code. For face-to-face to online class please use "OCA" or "RT-OCS" as code. Please make sure that students are informed of the change in class schedule, mode of delivery, mode applied in this Faculty Attendance Form.

ADDITIONAL DETAILS FOR ALTERNATIVE CLASS

--

REMINDERS

1. Upload this form [here](#) together with the email trail of approvals from the Chair and for late or same day submission also from the Dean.
2. For reference please see "Prime on Faculty Attendance" here.

NAME OF CHAIR (please obtain email approval no signature required)

NAME OF DEAN (please obtain email approval no signature required)

Revised 24 July 2023