

**UNM-LA FACULTY ABSENTEE/ROOM CHANGE FORM**

Date Information Turned In: \_\_\_\_\_ Recorded By: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

Time: \_\_\_\_\_

**PLEASE CIRCLE DAY(S)**

Date of Absence: M T W Th F Sa Su: \_\_\_\_\_  
Month Day Year

Reason for Absence: \_\_\_\_\_

Room: \_\_\_\_\_

Name of Substitute: \_\_\_\_\_

Phone Number of Substitute: \_\_\_\_\_

If you have *not* arranged for a substitute, how will class time be made up?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RETURN COMPLETED FORM TO:**

**OFFICE OF INSTRUCTION**

**Sandi Sturges  
Room 602**