



FACULTY ATTENDANCE FORM

FACULTY NAME	ID NUMBER	DEPARTMENT	COLLEGE

MAKE-UP CLASS (please indicate reason code for absence being made up): OB - Official Business PM - Personal Matter

ABSENCE(S) INCURRED					MAKE UP SCHEDULE		
COURSE	SECTION	ROOM	DATE	TIME	DATE	TIME	ROOM / ANIMO SPACE

SUBSTITUTION

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

REASONS FOR TEMPORARY CHANGE OF ROOM / TIME / MODE / ACTIVITY

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 / ANIMO 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 RT-OCA or RT-OCS as code. Please make sure that students are informed of the change in class schedule, room, or delivery mode applied for 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 "Primer on Faculty Attendance" [here](#).

NAME OF CHAIR (please obtain email approval, no signatures required)

NAME OF DEAN (please obtain email approval, no signatures required)

Revised 24 July 2023