



### UNM-LA FACULTY ABSENCE FORM

Today's date:	
Instructor:	
Course name & number:	
Day & time of course:	
Room:	
Name of Program Coordinator:	
Date(s) of Absence:	

Reason for Absence:

Name of Substitute:	
Sub's Contact Info:	

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

**RETURN COMPLETED FORM TO:**

OFFICE OF ACADEMIC AFFAIRS  
Room 604A, Building 6 or  
[yrdiaz@unm.edu](mailto:yrdiaz@unm.edu)