HoHoKus
SCHOOL
OF BUSINESS AND MEDICAL SCIENCES

REQUEST FOR PERSONAL DAY

You are expected to notify the Dean of Academics of a scheduled absence at least two weeks in advance, whenever possible, and leave lesson plans for the day(s) that you are going to be absent. You may arrange coverage with part-time members of the Faculty before you present this document. Otherwise, the Dean will arrange coverage with a competent person, based on the characteristics of your plan.

Request Date: _____

Instructor: _____

Dates of Absence: _____

Class coverage will be as follows:

Date	Period	Instructor	Plan

Attach an additional sheet, if necessary

Instructor's Signature: _____