

**BC Technical Division  
Instructor's Information Sheet for Missed Class**

Instructors: Please note that this form must be completed **and approved** by the Division Chair for any scheduled class that is not held regardless of reason. If you have an emergency, call one of the Division staff and ask them to complete this form by phone. **Also, please note that it is the instructor's responsibility to find another faculty member to cover the class and to make full arrangements with the appointed faculty member or to give alternative assignments to students (outside of class or lab work or library work). It is not the responsibility of a staff member to cover a class unless this arrangement has been approved by the Division Chair. Also, please note that classes should not be missed unless absolutely necessary because of an unusual or emergency event; all instructors are expected to meet all classes during the term.**

Name of Instructor: \_\_\_\_\_ Date Form Completed: \_\_\_\_\_

Course No and Title: \_\_\_\_\_ Room No.of Course: \_\_\_\_\_

Date(s) of Class: \_\_\_\_\_ Time: \_\_\_\_\_

Reason for Missing Class: \_\_\_\_\_  
\_\_\_\_\_

With Whom Have You Made Arrangements to Cover This Class:  
\_\_\_\_\_

Please describe the assignments to be covered during your absence:

If absence is due to illness or emergency, name of staff member taking the message:

Staff Member: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Chairman