ABSENCE NOTIFICATION (updated 5/19/10)

If you must be gone from the office during the times you are scheduled to tutor, **please return this form to the scheduler** (Ginny) as soon as possible. The following information will help us a great deal in keeping up-to-date with absences and student schedules. Thank you.

Tutor Name: _____ **Date(s) to be Absent:** _____ **Approved by Initials & Date:** _____

Reason for Absence: _____ **Completed by:** _____ **Date Completed:** _____

Contacted Students: Please indicate with an "x" how you contacted your student(s)

Called	Mailed	In person	Date of contact	Name of Student (last name is sufficient)	Appointment Day/Time	Rescheduled/ Canceled Appt?	Notes

Per the Tutor Manual:

Students really count on you to be here for them.
Whenever possible, please schedule personal appointments during non-work time.