

## ABSENCE NOTIFICATION (updated 8/20/08)

If you must be gone from the office during the times you are scheduled to tutor, please return this form to the scheduler 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:** Ima Tutor      **Date(s) to be Absent:** 9/12-13      **Approved by Initials & Date:** GS 9/11

**Reason for Absence:** Conference – approved by Renée      **Completed by:** Ima      **Date Completed:** 9/10

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

Called	Mailed	In person	Date of contact	Name of Student	Appointment Day/Time	Rescheduled/ Canceled Appt?	Notes
		X	9/5	MATH 112 Study Group	T 12-1	Re-scheduled	9/14 12-1
		X	8/28	Joe Smith	T 1-2	cancelled	
X			9/6	Sally Jones	W 9-10	cancelled	
X			9/10	Bill Walker	W 10-11	Re-scheduled	9/14 11-12

Per the Tutor Manual:

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