

**INSTRUCTIONAL SUBSTITUTE/ABSENCE NOTIFICATION**

**Department of Spanish and Portuguese Studies**

**This notification must be turned into the departmental office within 72 hours of the class substitution.**

Instructor name: \_\_\_\_\_

Instructor Email: \_\_\_\_\_ Instructor Telephone: \_\_\_\_\_

Class name: \_\_\_\_\_

Dates of class: \_\_\_\_\_

Time/Location: \_\_\_\_\_

Name of Substitute: \_\_\_\_\_

Substitute Email: \_\_\_\_\_ Substitute Telephone: \_\_\_\_\_

\_\_\_\_\_ **Check here if the class was cancelled due to lack of substitute.**

\_\_\_\_\_  
*Signature of Instructor Requesting Substitute*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Substitute*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Supervisor*

\_\_\_\_\_  
*Date*