



Richard Bland College
of WILLIAM & MARY

**RICHARD BLAND COLLEGE
FACULTY
ABSENCE/ASSIGNMENT
REPORT**

Name: _____

Date Submitted: _____

I report absence from duties on the following date(s):

Please list the name of the class or classes with their times that were cancelled.

Assignment(s) given: _____

Notification was sent to the students of my class(es) on (date: _____) letting them know that the class(es) were being cancelled.

Faculty Signature & Date: _____

Department Chair Signature & Date: _____

Director of Academics Signature & Date: _____

Forward the original to the Office of the Provost