

Exercise & Sport Science Off Campus Service Application Form

DIRECTIONS: This form is to be completed by anyone who will be away from campus and absent from a scheduled office hour or class. Please give at least four days notification. If you have any responsibility in the PAC Program, this form is returned to the Coordinator of the PAC Program in 123 Langton. If you have no PAC responsibility, the form is returned to the Department Chair in 214 Langton.

NAME: _____ DATE: _____

I will be away from campus on the date(s) stated below in order to: _____

I shall be away from: _____
(Day) (Date) (Time)

to: _____
(Day) (Date) (Time)

During my absence, the following arrangements have been made for my class(es):

Class	Day & Time	Arrangement
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Information (if the sub is not someone readily known by the department, please give contact information for them):

Please indicated where you can be reached in case of emergency:

Address/Location	Phone
_____	_____
_____	_____

Approved by:

Chair, Exercise & Sport Science

Coordinator, Physical Activity Course Program