

## Related Links

[Academic Dates](#)

# THERE'S A NEW **FACULTY** absence reporting phone line



**(925) 473-6699**



Report same day absences as early in the day as possible by completing the following steps:

- Call the **Cancellation** line: **(925) 473-6699**
- Leave your name, reason (sick/personal), class(es) you are canceling, including the time and location, and a short message for your students if needed.
- Complete the **Leave Request Form** to officially report your absence. Or to request a future leave request for planned days off. You **MUST** be logged into InSite first before clicking the link.

## Resources for Faculty

<b>Academic Calendar &amp; Directories</b>	+
<b>Academic Scheduling Information</b>	+
<b>Academic Support, Distance Education, and Instructional Memos</b>	+
<b>Curriculum &amp; eLumen Information</b>	+
<b>Forms &amp; Instructions</b>	+
<b>Faculty Handbook</b>	+
<b>Faculty Leave Request &amp; Expense Claim Forms</b>	+
<b>Personnel Hiring and Faculty Evaluation Information &amp; Forms</b>	+
<b>Policy &amp; Procedure</b>	+
<b>LMC Services Request Forms (IT Help Desk, Key Request, Field Trip, Media Request, Parking, Staff Use of Facilities)</b>	+
<b>Time Cards</b>	+