

Office of Instruction

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Report Absences

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](tel:(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

[Academic Calendar & Directories](#)

Academic Scheduling Information

Academic Scheduling Information and Forms

- Class Schedule Building Timeline for 2024: Spring, Summer and Fall
- Class Information For Use in Scheduling
- Waivers
- Schedule Revision Request Dynamic Form

Academic Support, Distance Education, and Instructional Memos

Curriculum & eLumen Information

Forms & Instructions

Faculty Handbook

Faculty Leave Request & Expense Claim Forms

Personnel Hiring and Faculty Evaluation Information & Forms

Policy & Procedure

LMC Services Request Forms (IT Help Desk, Key Request, Field Trip, Media Request, Parking, Staff Use of Facilities)

Time Cards