# **Process of Reporting an Absence from Class / Daily Class Cancellations**

Please inform the college of any absence from class, lab and/or office hours, and the type of leave you are requesting prior to its occurrence.

**For same day cancellations:**

Step 1. **Faculty are required to call the Faculty Absence Reporting Line at 925-439-2181 voice mail extension 78189 *to report* an absence as early in the day as possible, but at least one hour before class. Advanced notice of the absence helps the office notify students in a timely manner.** Please indicate your name, date, the reason for the absence (personal necessity or illness (This information will be used to report your absence); course number and section, class hours, classroom location and any message for your students.

Step 2. Notify your students via Canvas of your absence and if there are any follow-up assignments

The Office of Instruction will officially cancel the class and notify students by posting the cancellation on the Daily Class Cancellation page (<http://www.losmedanos.edu/classcancel/>) and by posting a sign on the classroom door; the notice may include assignment information.   This cancellation process also sends students a text message or an email message notifying them of the cancellation.

**For planned and/or advanced notice of an absence :**

Please submit a Request for Leave form to your Dean at least one week prior to the planned absence*.* If your leave is approved, please notify your students via Canvas and/or email your students.  The Office of Instruction will provide class cancellations as they are submitted by instructors. Please instruct your students to check this site frequently (Daily Class Cancellation page (<http://www.losmedanos.edu/classcancel/>).

The absence line is checked throughout the day, 7:30 am - 5:30 pm.  The Office of Instruction will make every effort to keep this information up-to-date. Please note that Requests for Leave should be submitted any time an official college meeting or event will occur at an off campus site, including field trips, or conferences that occur on days you are not scheduled to teach.

Please understand that faculty need to report all absences in a timely manner so notices can be posted early enough to accommodate travel time for our students.  Report your absence as early in the day as possible.  Please do not wait to report your absence.