

Adjunct Instructor Absence Form Instructions

The form will open in Microsoft WORD. This is a protected form. You will only be allowed to enter data in the form fields.

After entering all required data (please be complete):

Save the document under a different name to your G: drive (file, save as <name>).

Before closing the document, go to **file**; select **send to, Mail recipient (as attachment)**; a message form will open; address the message as appropriate; add a message if you wish; **send** message.

This electronic form should be completed and forwarded to the department chair for authorization.

The department chair will forward to the appropriate dean for approval.

The dean will forward the approved document to DISTRIBUTION.