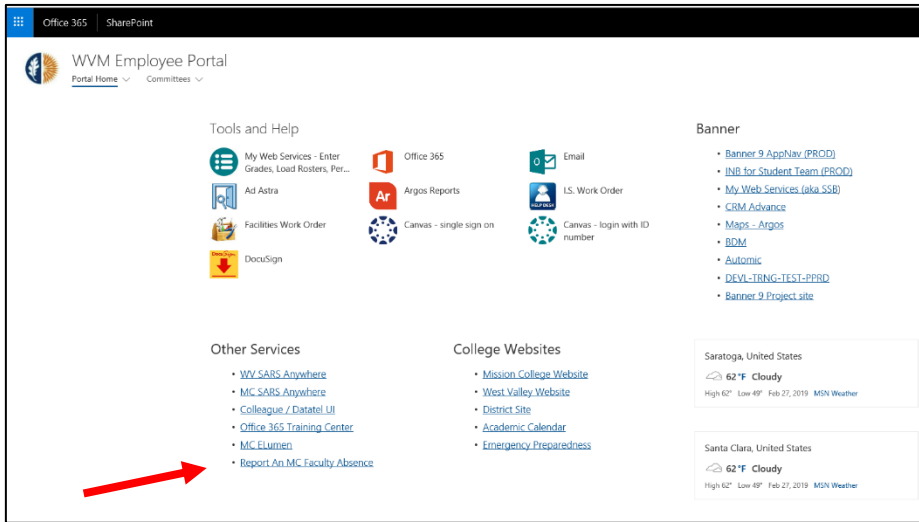


Attention Faculty!

Mission College Has a New Reporting Tool for Faculty Absences

On Monday, March 11, 2019 a new and improved method of reporting your absence/class cancellation to Mission College will begin. Previously, faculty called the "Absence Line" at 408-855-5148 and left a voice message about absences resulting in the need for a class cancellation. This line will be turned off on March 15.

You will now use a **new online reporting tool found in the WVM Employee Portal**. When you log into the portal you will see the link pointed out below by the red arrow.



Notify your students through  **canvas** of the course cancellation as well.

After clicking on that link, you will see the following screen:

The screenshot shows the 'Report a Faculty Absence at Mission College' page. A green arrow points to the link 'CLICK HERE' for reporting an absence for a same-day class after 4:00 p.m. A purple arrow points to the link 'CLICK HERE' for reporting an absence for a Saturday class. A blue bracket highlights the list of academic divisions.

- Click on the link indicated by the **green** arrow if you are reporting an **absence for a same-day class after 4:00 p.m.** regardless of your department or division. The evening administrator will be alerted, and will forward the information to your division.
- Click on the link indicated by the **purple** arrow if you reporting an **absence for a Saturday class**. The Saturday administrator will be alerted, and will forward the information to your division.
- Click on the links indicated by **blue** for all other absences (essentially Monday through Friday daytime classes). You will click on the appropriate division and both your dean and administrative specialist will be alerted.

Next, a fillable form (see below) will pop open, and you will provide the required and optional information.

Report A Faculty Absence To The Evening Administrator

Required *

The following class will be canceled:

Instructor Name *

First Name Last Name

Date of Absence and Meeting Time *

:

Course Prefix *

Course Number *

CRN

Meeting Location *

Additional Comments

Submit Form

After you push

Submit Form

you will see this:

Thank you. Your Absence Report Form has been submitted successfully.

[Report Another Class](#)

You are now either finished or should push the “[Report Another Class](#)” link if you need to report another class cancelation.

Absences which DO NOT need to be reported through this tool:

- Planned absences should be reported to and cleared by your Dean and Department Chair in advance.
- Unplanned absences NOT REQUIRING class cancellations (librarians/counselors, etc.) should be reported ASAP directly to your Dean and Department Chair.

In the case of an unplanned course cancellation and you have no internet access to report via this tool, you should directly call your Dean, Division Chair, Administrative Specialist, or the Evening Administrator at 408-590-2657.

Upon return, all faculty must submit a “Faculty Absence Form” indicating the hours missed.

For further information and guidance on absences and leaves please see the WVMFT-AFT contract, Board Policy 7340, and Administrative Procedure 7340.