

FULL-TIME FACULTY

In-service Attendance Form

Spring Semester Flex Day – January 18, 2019

Name: _____ Division: _____

I attended Flex Day on January 18, 2019 for a total of _____ hours. (Please attach a leave report for any attendance less than the 6 required hours)

Please check which sessions were attended:

| | |
|-----------------------------------|----------------------------------|
| _____ President's Address | _____ Session II 1:00-2:10 p.m. |
| _____ Keynote Speaker | _____ Session III 2:20-3:30 p.m. |
| _____ Session I 10:30 -11:45 a.m. | _____ Session IV 3:45-5:00 p.m. |

COMPLETED FLEX DAY:

Faculty Signature

Date

Division Dean Signature

Date

******Return the completed form to your Division office for Dean's signature******
