

CLASS CANCELLATION / DELAY NOTICE

EMAIL THIS FORM TO pncadmin@valenciacollege.edu

<u>CU</u>	<u>UK3</u>	IFUI	KIVI <i>F</i>	<u>viic</u>	<u> </u>

SUBJECT	COURSE	 E #	SECTION #		COURSE TITL	
MEETING DATE (S):	M	Т	w	R	F	S
MEETING TIME:	(BEGIN TIME)			(END T	TIME)	
CLASSROOM#		INST	RUCTOR _			
ANNOUNCEMENT:						
DATE (S) OF CANCEL	LATION:				_	
(OR) EXPECTED TIME OF A	ARRIVAL:					
SPECIAL NOTE:						

Directions for distribution: (For Staff Use Only)

- 1. Place one paper copy on the appropriate classroom door.
- 2. Send an electronic copy to Security.
- 3. Remove form when it is no longer applicable.