

## Class Dismissal Form

Date \_\_\_\_\_

### MEMORANDUM

TO: Student Employment, Office of Student Financial Aid and Scholarships (SFA)

FROM: \_\_\_\_\_  
Instructor

RE: Student Employment During Class

Student employment policy governing both Federal Work-Study (FWS) and Student Assistant (STAS) forbids a student working during scheduled classes unless they have given a valid Class Dismissal Form to their work supervisor prior to their working. This form must be completed and returned to the SFA Student Employment Office prior to the input into PeopleSoft of the hours worked. Failure to comply with this policy may result in dismissal of the student employee or in eligibility of the department/agency to participate in student employment programs.

Student \_\_\_\_\_ UFID \_\_\_\_\_

The class listed below has been:

**DISMISSED EARLY** or **CANCELED (please circle one)**

for the indicated date and time period.

List course and section numbers \_\_\_\_\_

Indicate normal class meeting schedule (e.g., MWF 3rd period) \_\_\_\_\_

Please indicate date and time of early dismissal or cancellation \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date Signed