Use this form to let us know where the students in your classes are seated. This form should be used in conjunction with the numbered seating charts found on the [COVID-19 and Teaching webpage](https://www.bethel.edu/faculty-development/fall-2020-covid-19-and-teaching). You should use one form per class. You will need to complete and submit this form twice for each class: **1)** 8:00 a.m. the day after the first day the class meets **2)** 8:00 a.m. on Friday, September 11, unless you teach a class that meets on Monday only. If you teach a class that meets on Monday only, submit this from on Tuesday, September 15. Submit form to [cas-seating-chart@bethel.edu](mailto:cas-seating-chart@bethel.edu).

In the subject line put the **Course Number, Course Name, and Section #: Your Name Submission 1 or Submission 2**

**Todays’ Date**:       **Faculty Name:**

**Class Number and Name**:       **Section:**       **CRN**:       **Classroom:**

**Student names:** Write the names of your students below, matching the number below with the number on the seating chart.