

**DEPARTMENT OF GERMAN & RUSSIAN
TA ABSENCE REPORT**

To be completed for an unscheduled absence resulting in a class cancellation

TA Name: _____

Course Number and Section: _____

Date of Absence: _____

Reason for Absence (personal, medical, traffic, etc.: please do not include information you do not wish to have in your TA file):

Actions taken:

Signature of TA _____ Date: _____

Signature of Supervisor _____ Date: _____

Comments: