

**DEPARTMENT OF GERMAN & RUSSIAN**

**TA SUBSTITUTION FORM**

*To be completed prior to a planned absence*

TA Name: \_\_\_\_\_

Course Number and Section: \_\_\_\_\_

Date of Absence: \_\_\_\_\_

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

Actions taken (including substitute instructor, additional work assigned, etc.):

Signature of TA \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Comments: