

Department of German & Russian

TA / AI Absence Report

To be completed for an absence resulting in a class cancellation once the TA/AI is back at work.

Name of TA / AI: _____

Course Number and Section: _____

Date of Absence: _____

Name of Substitute (if known): _____

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

Signature of TA / AI: _____

Date: _____

Signature of Supervisor: _____

Date: _____

Comments: