TA/AI ABSENCE REPORT

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

TA/AI Name: ____________________________________________________________

Course Number and Section: _____________________________________________

Date of Absence: _______________________________________________________

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

Actions taken:

Signature of TA/AI ___________________________________________ Date: ________

Signature of Supervisor ___________________________________________ Date: ________

Comments: