

**DEPARTMENT OF FRENCH AND ITALIAN**

**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: