

**DEPARTMENT OF FRENCH AND ITALIAN**

**TA/AI SUBSTITUTION REPORT**

*To be completed prior to a planned absence*

TA/AI Name: \_\_\_\_\_

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

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

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

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

Signature of TA/AI \_\_\_\_\_ Date: \_\_\_\_\_

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

Comments: