



TA Absence Approval Request Form

Teaching Assistants who will miss lab for any reason during the quarter must submit an Absence Approval Request Form with the appropriate approvals to the Staff Graduate Program Advisor at least one week prior to the start of the quarter. All TAs must be present on the first day of instruction, regardless of scheduled teaching times. Prospective TAs who will miss more than one week during the quarter will be ineligible for a position. Substitute TAs must have prior experience teaching the course and must be approved by the instructor in charge of the course.

TA Information

TA Name: _____ Cell Phone: _____

Date(s) of Absence(s): _____

Reason/Justification for Absence:

TA Signature: _____ Date: _____

I have discussed my plans with another TA who is willing to substitute for me: Yes No
If YES, then please list substitute TA information below:

Substitute TA Name: _____ Cell Phone: _____

Faculty Advisor

I understand that the student listed above will be absent for a portion of the quarter and believe that they will still be able to successfully fulfill all responsibilities as a teaching assistant.

Faculty Advisor: _____
Print Name Signature Date

Instructor In Charge

The Above request is: Approved Approved with Conditions Denied
(conditions listed below)

Instructor In Charge: _____
Print Name Signature Date

Comments / Conditions of Approval: