MISSED CLASS Form
For Psychology Department Instructors and Teaching Assistants

Instructions: Fill out this form any time you anticipate being unable to teach a course or lab section, or in case of an emergency cancellation.

1. Date: ____________________

2. Your name ____________________

3. List the course or lab, date, and time, for the meeting that you will not teach or lead (e.g., because of travel to a conference), or did not teach or lead (because of an emergency):

   ____________________

4. Course Supervisor ____________________

5. Reason for missing the class: ____________________

   ____________________

6. If you arranged for a substitute instructor, who was it? ____________________

7. If you arranged for an alternate activity, what was it? ____________________

   ____________________

8. If you did not find a substitute instructor or provide an alternate activity, give a justification:

   ____________________

   ____________________

Supervisor Signature: ____________________

Instructor Signature: ____________________

Submit this completed form to the Associate Chair.