

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.