

**Information Services Student Assistant Substitution Form**

<b>Student Requesting Time Off (Print)</b>	
<b>Student Requesting Time Off (Signature)</b>	
<b>Date Signed by Student (Requestor)</b>	
<b>Day, Date, Time of Shift Requesting Off</b>	
<b>Student Agreeing to Work Shift (Print)</b>	
<b>Student Agreeing to Work Shift (Signature)</b>	
<b>Date Signed by Student (Substitute)</b>	
<b>Supervisor/GA/Secretary (Signature)</b>	
<b>Day, Date, Signed by Supervisor/GA/Secretary</b>	

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