STAFF ABSENCE FORM

PART A: PERSONAL/SCHOOL BUSINESS

Today’s Date_______

I request permission to be excused from school duties on:

Date(s) Requested ________________________________________________

- Vacation Days ______________________________________________________
- Personal Business* _______________________________________________
- School Business** ________________________________________________
- Funeral Day(s)*** ________________________________________________

* must give reason if three (3) consecutive days or before/after a school holiday
** must give reason and complete this Form and Travel Expense Report if expenses are to be reimbursed
*** immediate relative only (spouse, parent, sibling, progeny)

_______________________________________________________________
Signature of employee                                                Print name of employee

_______________________________________________________________
Principal’s signature

Approved □ Denied □

Superintendent’s signature

Reason for denial ________________________________________________

PART B: PERSONAL ILLNESS

My absence(s) on ________________________________________________ was due to

Date(s)

__________________________________________, I notified ___________________________ on

Reason name

_________________________________________ at_______ O’Clock □ PM □ FULL

Date

__________________________________________
Signature of employee                                                Print name of employee

__________________________________________
Principal’s signature

SUBMIT THIS FORM IN DUPLICATE