

# *Sub Teacher Request/Record of Absence*

Teacher Absent:			Approved: <input type="checkbox"/>
Date(s)			
Absent:		Circle days absent:    M    T    W    Th    F	
Time In:		Time Out:	
Reason for Absence: (circle one)			
The following needs prior approval: Field Trip    Personal    Professional Leave    Vacation    Other			
**Do not need prior approval for <u>death or sick leave.</u> **			
Sick Leave/Funeral Leave (Funeral leave can only be used for immediate family, otherwise use personal)			
Explain sick/professional: (ie: sick child, MAP conference, etc.):			
Do you have morning, lunch or gate duty that day?			
If so, who is covering?			
Hour	Class	Sub	Pay or Comp. Time
1			
2			
3			
4			
5			
6			
7			
8			
In my absence, I would like to request the following sub:			
Please contact Kristi or Aaron in advance as soon as possible if you are going to be gone or as soon as possible if you or a family member are sick.			
School (660)652-3718    Kristi (816)383-0029    Aaron (816)262-0529			
Office Use Only:			
Sub Hired:			
Date Sub Hired:			
Month Paid:    Sept.    Oct.    Nov.    Dec.    Jan.    Feb.    March    April    May    June			