

# STAFF ABSENCE REPORT

DIRECTIONS: Fill out completely and sign. All Personal leave requests must be submitted one week in advance. Please, attach reports to the Principal's door. All leave will need approval.

\_\_\_\_\_  
Name of Staff Member

\_\_\_\_\_  
Date/Dates of Absence

Reason for Absence (Please Check one)

- Emergency Leave       Personal Leave       Hourly Vacation       Illness  
 Professional Leave       School Activity \_\_\_\_\_  
 Other: \_\_\_\_\_       Bereavement (Family / Friend)

NAME OF SUBSTITIUTE: \_\_\_\_\_

1<sup>st</sup>    2<sup>nd</sup>    3<sup>rd</sup>    4<sup>th</sup>    5<sup>th</sup>    6<sup>th</sup>    7<sup>th</sup>    8<sup>th</sup> PERIODS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Signature of Staff Member