

Cause of Absence

For each day absent in the pay period, fill out one of the sections below.
Absences for the same reason require only one section.

Date of Absence Full Day Half Day
Type of Absence: Sick/Bereavement Professional Personal Vacation Unpaid
Reason for Absence
Substitute

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Substitute

Employee _____

_____ Date

Principal _____

_____ Date

Superintendent _____

_____ Date