

SCHOOL/LOCATION\_\_\_\_\_

***CERTIFICATED ABSENCE REQUEST/REPORT***

NAME\_\_\_\_\_

ID Number # \_\_\_\_\_

DATE(S) & HOURS of Absence\_\_\_\_\_

\_\_\_\_\_  
SUBSTITUTE (if needed)\_\_\_\_\_

REASON FOR ABSENCE:

\_\_\_\_\_Illness (includes appointments) \_\_\_\_\_

\_\_\_\_\_Personal (taken out of sick leave) \_\_\_\_\_

\_\_\_\_\_Bereavement leave -Family Member: \_\_\_\_\_

\_\_\_\_\_Industrial accident\_\_\_\_\_

\_\_\_\_\_Jury duty (Include juror printout for all days) \_\_\_\_\_

\_\_\_\_\_School business: \*\_\_\_\_\_

\*Conference Attendance Request Required When Applicable

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Supervisor / Principal / Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date