

Absentee Report

To: _____ Date of Absence _____
(Principal)

Teacher's Name _____

Grade Level/Subject Area _____

A.M.

P.M.

All Day

Reason for Occurrence:

1. Sick (Employee)
2. Family Sickness
3. Personal
4. Transportation Problem
5. Death in Family
6. Jury/Duty / Court
7. Weather Problem
8. Medical Appt.
9. Conference/Workshop

When _____ Where _____

Notice Received: ___ By Phone ___ Written ___ In Person

From: ___ Employee ___ Relative ___ Other

Substitute: _____