

## FY18 Report of Absence

(When absence is known prior to leave date, form **MUST** be submitted in advance)

Department:  Central Office     School: \_\_\_\_\_     Bus Driver     Bus Shop  
 OWL     Technology     Food Service     Maintenance  
(Sped, Student Services)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date(s) Absent: \_\_\_\_\_

Number of Days Absent: \_\_\_\_\_ Date Returned to Work: \_\_\_\_\_

Substitute Required?     Yes     No

Type of Leave:     Sick     Personal     Jury Duty     Other  
Describe reason below

Prof Dev: Regular     Prof Dev: Title II-A     Prof Dev: BFS Pre-K  
100-0-1210-2213-113-(school code)    (Prior Approval REQUIRED)    560-0-1540-2213-113-(school code)  
415-0-1784-2213-113-(school code)

Reason for Absence: \_\_\_\_\_  
(If "Professional," be SPECIFIC: List official name of training, location of training, and training hours.)

If absence is for Professional Development, it is **REQUIRED** that you check and attach one of the following types of documentation:

Training Flyer     Training Agenda     Approval email stating name of training, date & time

I certify that the above information is correct to the best of my knowledge, and it is understood that falsification or omission of information or adequate documentation is grounds for corrective action.

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

\_\_\_\_\_  
Date

### SCHOOL OFFICE USE ONLY

**Required documentation attached?**     Yes     No (Workshop Flyer, Agenda, Email stating approval, etc.)  
**Approved?**     Yes     No  
**Leave without Pay?**     Yes     No

\_\_\_\_\_  
Principal/Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date