

ABSENTEE AND SUBSTITUTE REPORT FORM

Select one: **Teacher** (TIME = days) **Support** (TIME = hours)

Guidelines:

- 1. All absences must be recorded
- 2. All support staff must be recorded in hours
- 3. All absences without a leave request will be reported to payroll as a leave without pay

School: _____

Date: _____

DATE	STAFF NAME	SUBSTITUTE'S NAME (please print)	TIME WORKED	AM/PM/ BO

To be submitted to the Division Office prior to **Friday at 1:30 p.m.**

NOTE: Absence for a period of 3 days or more
MUST be verified by a Medical Certificate.

Verified by