

ABSENTEE FORM

I was absent from school beginning _____, for a total of _____ day(s). The reason was: (Please check one of the following).

- _____ a. Personal illness
- _____ b. Bodily injury which incapacitates the teacher
- _____ c. Attendance upon an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the teacher, or a person standing in loco parentis
- _____ d. Death in immediate family of the teacher, (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, aunt, uncle)
- _____ e. Where unusually strong personal ties exist, due to a teacher's having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In each such case, the teacher concerned shall file with his local board of education a written statement of the circumstances which justify an exemption of the general rule.
- _____ f. Jury or election duty
- _____ g. Personal reasons for which I **do not** expect pay
- _____ DD (Detached Duty) Excused absence on account of being away on school business _____
Please specify
- _____ PL (Personal Leave) with prior approval of my Principal
- _____ VL (Vacation Leave)

Employee Signature _____

PRINCIPAL: Please attach this form to your payroll report each month to explain every absence.