

# Highland School

Staff/Faculty Name \_\_\_\_\_

**DATE:**

(circle one)

Monday	_____	Half Day	Full Day
Tuesday	_____	Half Day	Full Day
Wednesday	_____	Half Day	Full Day
Thursday	_____	Half Day	Full Day
Friday	_____	Half Day	Full Day

**SUBSTITUTE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

(Pay period is 11<sup>th</sup> to the 10<sup>th</sup>. If this is the first time you have subbed this month, please complete all the above information.)

Please check all that apply:

\_\_\_\_\_ Charge this day of **Sick Leave** to me

\_\_\_\_\_ This was for **School Business**  
\*Reason for School Business \_\_\_\_\_

\_\_\_\_\_ This was a **Professional Development Day**  
\*Name of Conference/Meeting \_\_\_\_\_

\_\_\_\_\_ Vacation Day (12 MONTH CONTRACTED PERSONNEL ONLY)

\_\_\_\_\_  
Staff's Signature

\_\_\_\_\_  
Administrator's Signature