

CLAREMORE PUBLIC SCHOOLS

Site: _____

SCHOOL PERSONNEL ABSENTEE REPORT FORM

I, _____, will be, would like to be, or was absent from my duties as _____ for the date(s) listed: _____.

Please check the reason(s) for the absence:

- B Bereavement Leave (as per policy PCB-LA OR PSB-LA)
S Family Illness (as per policy PCB-LE OR PSB-LH)
S Illness (as per policy PCB-LK OR PSB-LH)
J Jury Duty/Court Witness (attach summons or subpoena)
PD Personal Leave (as per policy PCB-LF OR PSB-LG)
PBL Personal Business (as per policy PCB-LG)
PL Professional Development (as per policy PCB-LJ) (attach Professional Development Form)
OSB Other School Business (supervising approved school activity)
WOP Unexcused
V Vacation (used only for authorized employees on a 12 month contract)

Comments: _____

Date Faculty/Staff Member Supervisor

SUBSTITUTE SERVICES VOUCHER

_____ substituted the following day(s) _____

for _____ (Name of Employee)

No Sub Needed

Substitute

Date

**This form needs to be completed and given to the registrar/attendance secretary to be attached to the corresponding weekly attendance report for central office.