

# Substitute Request Form For Pre-Arranged Absence

Teacher Name \_\_\_\_\_ Todays Date \_\_\_\_\_

Grade Level (s) \_\_\_\_\_

I am requesting a sub for the following dates \_\_\_\_\_

**PERSONAL      PROFESSIONAL      ILLNESS      FAMILY ILL      FUNERAL      OTHER**

I Will \_\_\_\_\_ Will Not \_\_\_\_\_ Need A Substitute

If requesting a substitute for a partial day, please fill out the following section:

**My AM** substitute should arrive at school by 7:40 AM and expect to leave by: \_\_\_\_\_

**My PM** substitute should arrive at school by \_\_\_\_\_ and expect to leave after the buses.

Please list any substitutes that you would like to request. (We will try these people first).

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Substitute assigned: \_\_\_\_\_

For professional day, state the exact nature of the meeting, location and anticipated cost:

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Cost: \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Please complete at least 48 hours prior to request date.

For Personal Business/Professional Day only:

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date