

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).

Substitute assigned: _____

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

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