

TEACHER REQUEST FORM FOR SUBSTITUTE

TODAY'S DATE: _____

SUB ASSIGNED: _____

TEACHER NAME: _____

DATE REQUESTED: _____

HOURS: 1 2 3 4 5 6 7

REASON FOR ABSENCE:

- ILLNESS
- PROFESSIONAL LEAVE
- PROFESSIONAL DAY - PDC APPROVED
- PERSONAL BUSINESS
- FUNERAL- FAMILY RELATIONSHIP: _____
- FUNERAL - FRIEND

TEACHER SIGNATURE:

PRINCIPAL SIGNATURE

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