

Keystone School District
Employee Absence Form (Revised 8/19/13)

Name: _____

Today's Date: _____

Type of Absence: (check)

Field Trip

Teacher Professional Leave

Purpose of Field Trip or Teacher Professional Leave:

List Dates of Absence Requested:

List Portion of Day (.5 or .75 or 1.0):

1st Day _____

2nd Day _____

3rd Day _____

4th Day _____

5th Day _____

Teachers, check box if coverage is needed and list class, periods or times to be covered.

Sub Caller Recorded

list class/periods/time

Initials of Sub Caller

Date

Administrative Use Only

Supervisor Approval:

Signature

Date