

SHOSHONE SCHOOL DISTRICT

EMPLOYEES APPLICATION FOR ABSENCE FROM ASSIGNMENT

I, _____ request permission to be absent from my

regular assignment on: _____
(Date & Day to be absent)

Will you be gone ALL DAY? _____ Will you be gone part day? _____ to _____
(times) (times)

Mark with X periods you will be absent:

P1	P2	P3	P4	P5	P6	P7
----	----	----	----	----	----	----

My reason for absence:

I am declaring this leave as:

- Association Business (006) _____
- Collaboration/Mentoring/Observing (006) _____
- Jury Duty (003) _____
- Personal Leave (001) _____
- Professional Leave (005) _____
- School Sponsored Activity (004) _____
- Sick Leave (001) _____
- Vacation (001) _____

(Date) Signed: _____
(Employee)

(Date) Signed: _____
(Administrator)

(Date) Signed: _____
(Substitute)

OFFICE USE ONLY	SUB:	CONTACT MADE:
-----------------	------	---------------