

SUBSTITUTE REQUEST FORM

Name: _____

Today's Date: _____

Date of Absence:

Time of Absence: ALL 1st 2nd 3rd 4th 5th 6th 7th 8th

<u>REASON/EXPLANATION</u>

1. _____ Doctor Appointment
2. _____ Personal Illness
3. _____ Family Illness
4. _____ Personal Leave (Must also submit a written request—You may submit on a separate on a separate sheet or below)
5. _____ Jury Duty
6. _____ Coaching Duty
7. _____ Field Trip
8. _____ Other—Brief Description

I contacted _____ and he/she will substitute for me on this date.

I have not contacted anyone to substitute for me. I prefer to have _____ if they are available on this date.

Written Request for Personal Day: