

**PEOPLES ACADEMY**  
**STAFF ABSENCE/SUBSTITUTE REQUEST FORM**

Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Personal Day \_\_\_\_\_

All Day \_\_\_\_\_

Professional Day \_\_\_\_\_

½ Day \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

Sick Day (Doctor appointment, etc.): \_\_\_\_\_

Sub Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Sub Needed: All Day \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ End Time: \_\_\_\_:\_\_\_\_

A.M. \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ End Time: \_\_\_\_:\_\_\_\_

P.M. \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ End Time: \_\_\_\_:\_\_\_\_

Sub Plans Located: \_\_\_\_\_

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Office Use Only:

Substitute: \_\_\_\_\_ Phone # \_\_\_\_\_

Report of Absence Typed: \_\_\_/\_\_\_/\_\_\_

Sent to Central Office: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Principal's Signature

FYI: A note to help things run more efficiently: ½ day = 3.5 hours.

Anything over this means we must pay for a full day. We want to be fair to our subs, but we also want to be economical. If you need someone for four hours, please request it. If it's possible to do it in 3 ½ great!

Thanks, Liz

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## DIRECTIONS:

1. If requesting a day off, complete this form and place it in Liz's mailbox. (Middle level Staff – please place form in the HS mailbox in the ML office.) Liz will review them for Otho's approval.
  2. **IF YOU REQUIRE A SUBSTITUTE**, please make a white copy of the completed form and place it in Pat Hanifin's mailbox. (Middle level Staff – please place form in the HS mailbox in the ML office.)
  3. **IF YOU BECOME ILL OR AN EMERGENCY HAS ARISEN AND THIS PAPERWORK HAS NOT BEEN COMPLETED – call Pat Hanifin at his home @ 888-6987. He will arrange a substitute and notify Liz that you will not be in attendance.**
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