

MONONA GROVE SCHOOL DISTRICT

Staff Subbing for Staff

Employee Absent: _____

School/Location: _____

Date of Absence: _____ Absence Reason: _____

Start Time of Absence: _____ End Time of Absence: _____

Account Code for Sub(s): _____

(See MG Account Codes listing for correct account number)

Employee absent Signature: _____

Administrator's Signature: _____

1. Print Sub Name: _____

Sub Signature: _____

Sub Start Time: _____ Sub End Time: _____

2. Print Sub Name: _____

Sub Signature: _____

Sub Start Time: _____ Sub End Time: _____

3. Print Sub Name: _____

Sub Signature: _____

Sub Start Time: _____ Sub End Time: _____

4. Print Sub Name: _____

Sub Signature: _____

Sub Start Time: _____ Sub End Time: _____

(District Office will round up to the next quarter hour. Please put actual time worked.)