

Teacher Pre-arranged Absence Day Request Form

Article X, Section E, Prearranged Absence:

Any teacher wanting to use a pre-arranged absence day must receive prior superintendent approval for days that include:

- *Scheduled professional days*
- *Association business*
- *Extending a vacation or holiday*
- *Extending teacher calendar days off.*

When this occurs, the teacher will use a pre-arranged day and will also pay the current daily total costs for the district of a substitute, if a substitute is required.

Teacher Name: _____

I am requesting a pre-arranged absence day for the following date(s):

Reason for absence: _____

Teacher Signature

Date

Prearranged Absence Day Request Approved

Prearranged Absence Day Request Not Approved

Reason for Denial: _____

Principal Signature

Date

Superintendent Signature

Date