

**GREAT NECK PUBLIC SCHOOLS
REPORT OF ABSENCE**

TO: Transportation Department BUILDING: _____

FROM: _____ **DATE:** _____
(Please Print)

I hereby report my absence from duty on the following date(s):

MONTH	YEAR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

CODE: Circle one and provide an explanation of absence:

A. Personal Illness

J. Jury Duty

B. Illness in Immediate Family

O. Appearance in Court

C. Death in Family

R. Injury incurred on Job

EXPLANATION: _____

This absence was reported on _____ **to** _____

If you had a doctor, give his name and address _____

SIGNED: _____

APPROVED BY: _____
(Transportation Supervisor)

DATE: _____