



Ionia Public Schools
Teacher Request for Absence
This form is required for all absences listed

Directions:

- 1. Advanced notification is required. Authorization must be granted prior to the absence (except in cases of emergency).
2. Staff members requesting an absence must submit completed form to immediate supervisor/principal.
3. After approval has been received, proceed to secure a substitute teacher.

Deductible Leave Request:

Name: (printed) School/Department:

*Personal Business Date(s)

*Personal Business Deductible Leave Days subject to availability

Unpaid Leave Date(s)

State reason for unpaid leave:

Four horizontal lines for writing the reason for unpaid leave.

Signature of Employee: Date Submitted:

Signature of Principal/Supervisor:

Approved Denied Date: