



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.

Name: (printed) _____ School/Department: _____

Deductible Leave Request

_____ *Personal Business Dates: _____

***Personal Business Deductible Leave Days subject to availability**

_____ *Unpaid Leave Dates: _____

***Unpaid Leave Reason (must be completed)**

NON-Deductible Leave Request: - SCHOOL BUSINESS - NON Conference

_____ *School Business Dates: _____

***School Business (Non Conference Reason must to completed)**

Signature of Employee: _____ Date Submitted: _____

Signature of Principal/Supervisor: _____

☐ Approved ☐ Denied Date: _____