

SUBSTITUTE TEACHER (Non-Paid) REQUEST

For elementary and junior academy

(Teacher absence without a paid substitute)

TEACHER: _____

SCHOOL: _____

DATE (s) OF
ABSENCE: _____

REASON: _____

WHO TAUGHT CLASSES DURING ABSENCE (S)?

APPROVED BY: _____ DATE _____

Principal or Board Chairperson

APPROVED BY: _____

Superintendent of Education

****This form is to be used when a teacher is absent from the classroom **three or more hours** and a regular Substitute Teacher Form is not used. **Under no circumstances shall the teacher directly pay the substitute teacher.****