

# OTSEGO PUBLIC SCHOOLS Absence Request Form

(Teachers & Parapros)

***NOTE: Teachers must use a separate form for Personal Business Day and Professional Leave Requests***

Except in emergency situations, this form must be completed and turned in **at least 2 school days prior to the date of the absence.**

Employee: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Substitute required:      Yes \_\_\_\_\_      No \_\_\_\_\_

Day and Date of Absence: \_\_\_\_\_

All day: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_ Sub Arrival Time \_\_\_\_\_ (If P.M. checked)

**ABSENCE DUE TO:**

- \_\_\_\_\_ Illness – self
- \_\_\_\_\_ Illness – family
- \_\_\_\_\_ Death in Immediate Family (Must use Personal Day for non-immediate family)
- \_\_\_\_\_ Admin Request
- \_\_\_\_\_ Personal Business Day (parapros only; teachers use separate form)
- \_\_\_\_\_ Vacation
- \_\_\_\_\_ Unpaid – deduct from pay
- \_\_\_\_\_ Other Explain: \_\_\_\_\_

Comments: \_\_\_\_\_

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Completed form should be submitted to building administrator for approval.

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The following information to be completed by office staff.

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

The following substitute will fill the absence listed above: \_\_\_\_\_.