

WALLINGFORD-SWARTHMORE SCHOOL DISTRICT

ABSENCE REQUEST

Print Name

Building

Instructions: This form should be completed and signed by your principal/supervisor **IN ADVANCE** of a requested absence.

I hereby request permission to be absent on _____
for the reason checked: **Date**

() **Death in family** _____
(relationship)

() **Professional Development** _____
(Pre-Approval for Attending Conference Form **required**)

* () **Emergency Day/Special Case** _____
(specify in full detail)

* () **District Sponsored Business** _____
(specify in full detail)

Substitute necessary: _____ Yes _____ No

_____/_____/_____
Date submitted

Employee Signature

Principal/Supervisor _____: Recommended or Not Recommended Date _____

Director of Human Resources _____ Date _____

Approved: with pay / without pay or **Denied: without pay**

Superintendent of Schools _____ Date _____

* Must be submitted in advance to allow for review by the Superintendent. Emergency days taken without pre-approval will be reviewed by the Superintendent in accordance with the employee's bargaining unit agreement or compensation plan.

Distribution: White copy - Human Resources Yellow copy - Principal/Supervisor Pink copy - Employee
Revised: 1/10/12 ems

Attendance Code _____