

**Support Staff Absence Request  
Grayling High School**

*This is a yellow form.*

NAME: \_\_\_\_\_ DATE REQUESTED: \_\_\_\_\_

DATE MAKING REQUEST: \_\_\_\_\_ DAY: Mon. Tues. Wed. Thurs. Fri.  
(PLEASE CIRCLE)

FULL DAY: \_\_\_\_\_ HALF DAY: \_\_\_\_\_

1 2 3 4 5  
(PLEASE CIRCLE)

REASON FOR REQUEST: \_\_\_\_\_ Sick Leave \_\_\_\_\_ Personal Business

\_\_\_\_\_ Coaching PURPOSE: \_\_\_\_\_

\_\_\_\_\_ Professional Development PURPOSE: \_\_\_\_\_

\_\_\_\_\_ School Business PURPOSE: \_\_\_\_\_

\_\_\_\_\_ Other PURPOSE: \_\_\_\_\_

\_\_\_\_\_ School Business (Absence) WORKING FOR: \_\_\_\_\_

SUBSTITUTE REQUESTED: \_\_\_\_\_

Once this request is approved and **signed** by an administrator, you must input the absence into the Aesop system.

\_\_\_\_\_  
BUILDING PRINCIPAL

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