

Teacher Absence Request Grayling High School

This is a blue 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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