



CACTUS TRAILS ELEMENTARY

ABSENCE FROM DUTY REPORT FOR SCHOOL BUSINESS

This form must be filled out and submitted to YOUR ADMIN SUPERVISOR 5 DAYS PRIOR TO THE ABSENCE. Please call in absence ASAP in order to ensure a substitute is assigned. A copy of an approved trip request must accompany this form for out-of-town trips, or trips involving expenses, i.e. registration fees, etc. Absence may be called into AESOP up to 45 days in advance.

EMPLOYEE NAME:

[Empty box for Employee Name]

DATE(S) OF ABSENCE(S):

[Empty box for Date(s) of Absence(s)]

ALL DAY

HALF DAY- A.M.     HALF DAY- P.M.

NUMBER OF DAYS: \_\_\_\_\_

JOB NUMBER:

[Empty box for Job Number]

least half-day.

4. SCHOOL BUSINESS/STAFF DEV/TEACH-

District staff will use this reason when teachers need a substitute when attending training off campus and in or out of the district.

5. SCHOOL BUSINESS/CAMPUS EVENT

DEPARTMENT PAYING: (CIRCLE ONE)

|      |      |              |
|------|------|--------------|
| ATH  | BIL  | CAMPUS       |
| CTE  | G/T  | TITLE 1      |
| TECH | SPED | OTHER: _____ |

[Empty box for Department Paying]

ACCOUNT NUMBER:

[Empty box for Account Number]

CODE: \_\_\_\_\_

NAME, LOCATION & PURPOSE OF MEETING:

Be Specific: \_\_\_\_\_  
\_\_\_\_\_

Attach a copy of Conference, Workshop or Email

SELECT TYPE OF BUSINESS ABSENCE:  
(Circle one)

1. SCHOOL BUSINESS/ATHLETIC/UII -  
Personnel will use this reason when accompanying students to official district competitions.
2. SCHOOL BUSINESS/CTE EVENT
3. SCHOOL BUSINESS/MEETINGS/TRAININGS -  
The teacher stays on campus but requires a substitute for at

EMPLOYEE SIGNATURE

DATE

Asst Principal Signature

DATE

PRINCIPAL SIGNATURE

DATE