

*EASTLAKE HIGH SCHOOL
ABSENCE FROM DUTY REPORT
SCHOOL BUSINESS*

Employee: _____
(Last Name) (First Name)

Date of Absence: _____ # of Days: _____

Reason for School Business Absence: _____

Department Paying for School Business Absence: _____

Name and Location of Meeting: _____

Job # _____ Substitute: _____

All Day: _____ Half a Day: am: _____ pm: _____

Employee Signature

Sending Administrator's Signature

Department Administrator's Signature

This form must be filled out prior to your absence. Both administrator signatures are required if your department administrator is not sending you on this school business event. This form is to be turned in to Velsa Mora at least 2 days before the absence. A trip request must be approved for out of town trips.