

WAHOO PUBLIC SCHOOLS

Request/Report of Leave of Absence

Employee Name

Bldg. and/or Position

Absence Code

1. Sick leave
2. Emergency leave
3. Personal leave with pay
4. Personal leave without pay
5. Professional leave
6. School sponsored student activity
7. Inservice

RECORDED	DATE OF ABSENCE	A. M. P. M. ALL HRS.	REASON	ABSENCE CODE

Approved by:

Principal

Superintendent

(For Office Use Only)

Substitute Hired _____

Date Paid _____

Deduction _____