

# SUBSTITUTE TEACHER (Non-Paid) REQUEST

For elementary and junior academy

(Teacher absence without a paid substitute)

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TEACHER: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

DATE (s) OF  
ABSENCE: \_\_\_\_\_

REASON: \_\_\_\_\_

\_\_\_\_\_

WHO TAUGHT CLASSES DURING ABSENCE (S)?

\_\_\_\_\_

\_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
Principal or Board Chairperson

APPROVED BY: \_\_\_\_\_  
Superintendent of Education

**\*\*This form is to be used when a teacher is absent from the classroom **three or more hours** and a regular Substitute Teacher Form is not used. **Under no circumstances shall the teacher directly pay the substitute teacher.****