## Sheridan School District 48J Absence Request



Name:					
School	or Program:				

	or r rogram.					
Reason for Absence – (Check One Per Sheet):						
	Approved Leave – Classified Only - (NEEDS PRIOR DISTRICT APPROVAL) Explanation:	Dates:				
	Building Administrator please initial here					
	Bereavement Leave	Dates:				
	Emergency Leave - (NEEDS PRIOR DISTRICT APPROVAL)  Explanation:	Dates:				
	Building Administrator please initial here					
	Extreme Illness - (NEEDS PRIOR DISTRICT APPROVAL)	Dates:				
	Jury Duty – (Attach Copy of Subpoena)	Dates:				
	Leave without pay - (NEEDS PRIOR DISTRICT APPROVAL)  Explanation:	Dates:				
	Building Administrator please initial here					
	Unpaid Leave – (Choose one) Parental Military Other	Dates:				
	(DISTRICT NEEDS REQUIRED PAPERWORK PRIOR TO APPROVAL)	Dates:				
	Personal Leave	Dates:				
	Professional Leave – (Need Prior School/Program Admin Approval)  Explanation:					
	Explanation:  Sick Leave	Dates:				
	Vacation – (Need Priors School/Program Admin Approval) (12 Month Employees Only)	Dates:				
	Witness/Appearance Leave – (Attach Letter From County/State)	Dates:				
Employ	vee Signature	Date				
Buildin	g Admin Signature	Date				
Approved Not Approved ONLY SIGN IF DISTRICT DOES NOT REQUIRE PRIOR APPROVAL						
DISTR	ICT APPROVAL	Date				
	Approved Not Approved					