**NORTHWEST AREA SCHOOLS**

**EMPLOYEE ABSENCE REQUEST AND REPORT FORM**

This form is to be filled out for all absences and submitted to your immediate administrator

prior to the absence except in case of illness in which case forms are to be submitted the first day upon return to work.

**ALL LEAVE IS CLASSIFIED AS DISCRETIONARY**

**Date Absent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**