

**UNDERWOOD PUBLIC SCHOOL
ABSENCE REPORT**

NAME: _____

*Please list each day separately and **turn in to supervisor after leave has happened***

<u>Type of Leave</u>	<u>Date</u>	<u>Hours Absent</u>	<u>Total Hours By Leave</u>	<u>Activity</u>
<i>School Activity</i>	_____	_____		_____
<i>School Activity</i>	_____	_____	<input type="text"/>	_____
<i>Sick</i>	_____	_____		
<i>Sick</i>	_____	_____		
<i>Sick</i>	_____	_____		
<i>Sick</i>	_____	_____	<input type="text"/>	
<i>Bereavement</i>	_____	_____		School Family or Immediate Family: Please Circle
<i>Bereavement</i>	_____	_____		Father, Mother, Brother, Sister, Spouse, Children
<i>Bereavement</i>	_____	_____		Grandparent, Grandchild, Father-In-Law or Mother-In-Law
<i>Bereavement</i>	_____	_____		Other Relative Living in same household
<i>Bereavement</i>	_____	_____	<input type="text"/>	
<i>Personal</i>	_____	_____		
<i>Personal</i>	_____	_____	<input type="text"/>	
<i>Vacation</i>	_____	_____		
<i>Vacation</i>	_____	_____		
<i>Vacation</i>	_____	_____	<input type="text"/>	
<i>Leave without Pay</i>	_____	_____		
<i>Leave without Pay</i>	_____	_____	<input type="text"/>	

SIGNATURE: _____

SUPERVISOR SIGNATURE: _____