

TPAD GCCA-I

Revised 08/24/00

TUPELO PUBLIC SCHOOL DISTRICT

PERSONNEL ABSENTEE & SUBSTITUTE REPORT

PERSONNEL ABSENTEE RECORD

Employee # \_\_\_\_\_

Name of Employee \_\_\_\_\_ School/Location \_\_\_\_\_

Date(s) Absent \_\_\_\_\_ Total Day(s) Absent \_\_\_\_\_

Type of Leave Requested:

Sick \_\_\_\_\_

Personal – Charge \_\_\_\_\_

\*No Charge \_\_\_\_\_

Legal \_\_\_\_\_

Military \_\_\_\_\_

Vacation (12 Mo. Employee) \_\_\_\_\_ Professional(Explain) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Employee Date

\_\_\_\_\_/\_\_\_\_\_  
Principal/Supervisor Date

Employee

Date

Principal/Supervisor

Date

SUBSTITUTE REPORT

Name of Substitute \_\_\_\_\_ Employee# \_\_\_\_\_

Date(s) \_\_\_\_\_

Total Number of Days Substituted\*\* \_\_\_\_\_

Signed \_\_\_\_\_

\*Two days personal leave at no charge applicable to licensed employees only

\*\* Please indicate time of substitute if less than one day.