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| C:\Users\MUSER\Desktop\Katie - ABE Documents\ABE Info\logo.JPG | Montevideo Public SchoolsAdult Basic Education |

# Absence Request

## Absence Information

|  |  |
| --- | --- |
| Employee Name: |  |
| Site: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of Absence: From: |  |  | To: |  |

|  |
| --- |
| Reason for Absence: |
| Substitute Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cancelled Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
|  |  |
| Employee Signature | Date |

## Manager Approval

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| --- |
| Comments: |
|  |

|  |  |
| --- | --- |
|  |  |
| Manager Signature | Date |