



Non-paid Substitute Teacher Request

For Elementary and Junior Academy.

To be used for a teacher absence without a paid substitute.

Teacher: _____

School: _____

Date(s) of Absence: _____

Reason: _____

Who taught the classes during the absence? _____

Approved by: _____ Date: _____

Principal or School Board Chairperson

Approved by: _____ Date: _____

Superintendent of Education

This form is to be used when a teacher is absent from the classroom **three or more hours** and a regular Substitute Teacher Form is not used. **Under no circumstances shall the teacher directly pay the substitute teacher.**