



# Blackhawk School District

## Absence from Duty Report

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*Please forward a hard copy of this document to your building principal.*

**Please submit this form to your building principal immediately upon your return to work.**

Name: \_\_\_\_\_

**Please check appropriate reason for absence and ½ day (if applicable).**

**Please type all dates of absence next to appropriate reason.**

<u>Personal</u>	<u>Full Day Absence</u>	<u>½ Day Absence</u>	<u>Dates of Absence</u>	<u>Relationship</u>
Death in Family (attach proof of relation)	.	.	_____	_____
Family Illness	.	.	_____	_____
Sick Day	.	.	_____	
Vacation Day (multiple days may be submitted)	.	.	_____	
Other (i.e. Jury Duty)	.	.	_____	

If other, please explain: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Building Principal signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Building office: Please forward this document to the Superintendent's Secretary at District Office.**