

**Bishop T. K. Gorman
Employee Absence Report**

Employee:

Date(s) of Absence:

No. of Days Absent:

Please check the reason for absence:

Personal Day

Jury Duty

School Business

Employee Signature:

Administrator Signature:

Substitute:

Date:

Teachers,

To help me serve you better, please take a few minutes to give feedback on the performance of your substitute and return to me promptly.

**Thank you,
Laurie Turman**