



Instilling Goodness Developing Virtue School

2001 Talmage Rd. Ukiah, CA 95482

Boys Division (707) 468-1138 dvbs@drba.org

Girls Division (707) 468-3847 dvgs@drba.org

Teacher/Staff Absence Request Form

Today's Date: _____

Name: _____ Grade: _____ Room #: _____

Date(s) Requested:

Full Day(s): _____

Half Day(s): _____

Time or Period: _____

Reasons:

Personal illness

Family illness

Medical appointment

Family emergency

Bereavement

Professional development

Jury Duty (attach summons)

Other _____

Substitute Information:

Has a substitute been prearranged? Yes No

Name of Substitute: _____

Phone: _____ Email: _____

Action on Request: Approved Disapproved

IGDVS Faculty/Staff Handbook p.15: Absences for personal leave must be requested in writing at least 3 days in advance and approved by the principal. Please submit this form to dvgs@drba.org. Teachers are encouraged to arrange for their own substitutes, subject to approval by the principal. Please provide complete lesson plans and attendance roster for substitutes.