

TURTLE MOUNTAIN SCHOOL DIVISION	2 - J
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Absentee/Substitute Report

- This form must be filled out for ALL absences of teaching and EA staff, whether a substitute is required or not.
- Prior to submitting this form every Friday, schools should ensure that a leave request is completed for any staff member who was absent.
- A recommended procedure is to provide a reminder to the teacher/EA as soon as their name is added to the list so it can be submitted before the form is sent in to the Board Office.
- It is imperative that the sub sheets be filled, signed and returned to the Board Office every Friday. Sub staff will not be paid until the leave form is received.