**Absent Notification AND Substitute Teachers**

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| --- | --- | --- | --- |
| Name |  | Phone |  |

***I will be absent from my class(es) on the date(s) indicated below for the following reasons***

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| --- | --- |
| **Date(s) of Absence** | **Reason(s) for Absence** |
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| **Course #** | **Sec** | **Time** | **M** | **Tu** | **W** | **Th** | **F** | **Substitute Name and Phone** |
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**NOTE:** Provide a lesson plan for each day you will be absent.

***Please submit this form to Maggie Shibla, 106 SFH.***