

**Chariton Community Schools  
Chariton, Iowa  
REPORT OF ABSENCE**

School \_\_\_\_\_

Date \_\_\_\_\_

Teacher \_\_\_\_\_

Substitute \_\_\_\_\_

Dates of Absence \_\_\_\_\_

Number of Days Absent \_\_\_\_\_

Reasons for Absence (Absence Code & Explanation)  
\_\_\_\_\_

Substitute has Non-Degree \_\_\_\_\_ Degree \_\_\_\_\_

\_\_\_\_\_  
Signature of Substitute

\_\_\_\_\_  
Signature of Principal

White-Supt. Office    Yellow-Principal    Pink-Substitute

<b>Absence Code</b>	
A	- Accident on Duty
AL	- Association Leave
AO	- Accident off Duty
C/A	- Coaching/Athletics
CL	- Civic Leave
D	- Discipline
DF	- Death in Family
H	- Holiday
J	- Jury Duty
PL	- Personal Leave
Pr L	- Professional Leave
SF	- Sickness in Family
SS	- Sickness - Self
V	- Vacation
X	- Leave of Absence w/o Pay

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