

STRATHMORE HIGH SCHOOL – REQUEST FOR SUBSTITUTE

(to be completed for all absences other than personal leave
which must be approved by Mr. Gary Reagan)

Date: _____

Name: _____

I am planning to be absent on the following date(s):

_____ (AM/PM/all day)

_____ (AM/PM/all day)

_____ (AM/PM/all day)

As I will be away for the following reason:

Employee's Signature

Note: This form is to be completed and given to Darlene as soon as you become aware that you will be absent from your regular duties at SHS.

Thanks,
Darlene Reynolds