

# SUBSTITUTE REPORT/TEACHER ABSENCE FORM

DATE(S) WORKED: \_\_\_\_\_

TOTAL NUMBER OF DAY(S) WORKED(example: 1/4, 1/2, 3/4, 1, 2, 3 day(s) etc.) \_\_\_\_\_

SUBSTITUTE NAME: \_\_\_\_\_

SUBSTITUTE PHONE NUMBER: \_\_\_\_\_

TEACHER NAME AND GRADE: \_\_\_\_\_

**Please check only one box (will be paid at lowest rate, if a box is not checked):**

Sub for Teacher Assistant  
\$65/Day

Non-certified  
\$80/Day

\*Effective Teacher Training  
\$85/Day

\*Certified  
\$103/Day

**NOTE FOR NEW SUBSTITUTES: You must fill out the paperwork for state (Form NC-4) and federal (Form W-4) taxes. You cannot be paid until this paperwork is completed and turned in to the finance department.**

*\*We must have on file a copy of your Effective Teacher Training/Certification.*

I verify that I have worked as a substitute at Arapahoe Charter School on the above listed date(s):

\_\_\_\_\_  
*Substitute's Signature*

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## TEACHER'S ABSENCE REPORT

Code for Absence \_\_\_\_\_ Total number of days missed \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_  
*Employee's Signature*

LEAVE CODES			
<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
SL	Sick Leave	LWOP	Without Pay
AL	Annual Leave	PROF	Workshop
PL	Personal Leave-\$50	EX-SL	Extended Sick Leave-\$60

*TEACHERS: This is the only form you need to fill out for your absences.*