# SUBSTITUTION REQUEST FORM

Date of Absence: _____

Dear: _____ please substitute for:

Teacher: _____

Subject: _____

Period(s): 1, 2, 3, 4, 5, 6, _____ Room: _____
Please circle periods to cover

The assignment is noted below. Please return this sheet with absences or tardies indicated below and any comments you have, to the teacher's mailbox by the end of the day. Please attach any student work you have been asked to collect.

Assignment: _____

_____

_____

_____

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Absent: _____

_____

_____

Please complete a copy for each period that must be covered.