



## WILD ROSE PUBLIC SCHOOLS Teacher Absence Report

\_\_\_\_\_  
Name of Teacher

\_\_\_\_\_  
School

\_\_\_\_\_  
Month/Year

### Absence Reason Codes

SI Sick Leave (3+ days medical note)	PD Professional Development	AL ATA Local Business (attach letter)
MP Maternity/Parental Leave	PC Meeting (provide detail)	AE Alberta Education (attach letter)
CL Compassionate Leave (relationship)	FT Field Trips	AP ATA Provincial (attach letter)
PL Personal Leave (attach form)	OT Other (provide detail)	JD Court Duties (attach subpoena)
	LN Leave Without Pay	AN Salary Negotiations

### Teacher Absence Days

#### Part One – Completed by Teacher and/or School

### Substitute Teacher Days

#### Part Two – Completed by School

Date(s) Absent				Absence Reason Code	Details of Absence <b>Important</b>	Teacher Initials	Substitute Days			Name of Substitute	Coding
Date(s) Absent	AM FTE	PM FTE	DAY FTE				AM FTE	PM FTE	DAY FTE*		
<b>TOTAL DAYS ABSENT IN THIS MONTH</b>							<b>TOTAL SUB REPLACEMENT DAYS</b>				* Minimum payment per day is 0.5 FTE

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

**Note:** To be completed and returned on the last teaching day of each month. In the case of a teacher still being absent at month-end, the Administrator should complete and submit the form. Forms may be faxed to (403) 845-4287 with originals to follow by school courier.