



WHITEHALL CENTRAL SCHOOL

ABSENCE SLIP PROCEDURES

Dear Employee,

In order to ensure accurate and timely reporting of absences, the following steps should be taken:

1. **After each absence**, employees must fill out an absence slip (absence slips are available in your front office, in your faculty lounge, in the District Clerk's office, and in the Business Office).
2. Absence slips should include: your name, the date of the absence(s) and the type of absence.
3. **For Field Trips, Conference, and Other be specific:**

if you were out on 10/13/15 for a Conference, please write the specific conference name on the absence slip (i.e. Practical Common Core)

if you were out on 10/13/15 for Other, please specify (i.e. School Business - Teacher Meeting at BOCES or Correcting Tests)

if you were out on 10/13/15 for a Field Trip, please specify (i.e. College Visits to Plattsburgh or Great Escape)

If you have any questions or need any information, please feel free to contact me at extension 2025.

Thank you,

Heather McGee