

# Absence Slip

WHITEHALL CENTRAL SCHOOL DISTRICT

2025 – 2026 School Year

Please forward to the **Payroll Office** after each absence

NAME: \_\_\_\_\_ Date(s) of Absence \_\_\_\_\_

\_\_\_\_ Field Trips \_\_\_\_ Conferences \_\_\_\_ Illness \_\_\_\_ Vacation \_\_\_\_ Medical Appt

\_\_\_\_ Family Illness \_\_\_\_ Personal \_\_\_\_ Other/explain \_\_\_\_\_

\_\_\_\_ Death in Family (provide name & relationship) \_\_\_\_\_

Use:

\_\_\_\_  $\frac{1}{4}$  day \_\_\_\_  $\frac{1}{2}$  day \_\_\_\_  $\frac{3}{4}$  day \_\_\_\_ Full [indicate below the time absent for < Full day]

From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_

# Absence Slip

WHITEHALL CENTRAL SCHOOL DISTRICT

2025 – 2026 School Year

Please forward to the **Payroll Office** after each absence

NAME: \_\_\_\_\_ Date(s) of Absence \_\_\_\_\_

\_\_\_\_ Field Trips \_\_\_\_ Conferences \_\_\_\_ Illness \_\_\_\_ Vacation \_\_\_\_ Medical Appt

\_\_\_\_ Family Illness \_\_\_\_ Personal \_\_\_\_ Other/explain \_\_\_\_\_

\_\_\_\_ Death in Family (provide name & relationship) \_\_\_\_\_

Use:

\_\_\_\_  $\frac{1}{4}$  day \_\_\_\_  $\frac{1}{2}$  day \_\_\_\_  $\frac{3}{4}$  day \_\_\_\_ Full [indicate below the time absent for < Full day]

From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_