CATECHIST ABSENCE

Name: _____

Keeping in mind that we are required to have two adults in each classroom and that you are responsible for obtaining your own substitute from the provided list, we ask that you please complete the following and submit to the office one week in advance of your planned absence. We do recognize that there may be an occasional emergency situation, we will assist you at that time to find a substitute.

I will be absent from my class on:

_____

I have made arrangements for the following substitute to take my place:

_____
(substitute's name – please print)

Lesson plan:

_____

_____

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