Windham Central Supervisory Union wcsu46.org
1219 Vermont Route 30 Townshend, VT 05353
802-365-9510 phone ◊ 802-365-7934 fax

WCSU will provide member districts with the leadership and resources to ensure a strong education system for all students.

EMPLOYEE ABSENCE RECORD

SCHOOL:

Brookline Elementary School	Townshend Elementary School
Dover Elementary School	Wardsboro Elementary School
Jamaica Village School	Windham Elementary School
Marlboro Elementary School	Leland & Gray Union High School
Newfane Elementary School	Windham Central Supervisory Union

EMPLOYEE NAME: _____

DATE(S) ABSENT: _____

(Please check one)

FULL DAY HALF DAY A.M. _____ P.M. _____

REASON FOR ABSENCE:

(Please check one)

Illness (Own)

Illness (Family)

Professional Day - (Please Explain) _____

Personal Day

Other (Please explain): _____

_____

SUBSTITUTE RECORD

PLEASE NOTE: *If a substitute was used, please send one (1) copy of this form to your School Board Clerk or Payroll Clerk to insure prompt payment during the next pay period for the Substitute.*

NAME OF SUBSTITUTE: _____

MAILING ADDRESS (RR #, Street Address): _____

City: _____ State: _____ Postal Code: _____

DATE(S) SUBBED: _____ **SOCIAL SECURITY #:** ___-___-___

APPROVAL:

_____

Signature of Superintendent or Building Principal

WCSU will …place students at the center of our decision-making.
…build trust and respect by acting ethically, transparently, and with integrity.
…operate as a community of learners, committed to developing the skills and capabilities of all.
…collaborate, share and seek creative solutions.