

## TEACHER, SECRETARY, AIDE, MONITOR ABSENCE

1. If you know in advance that you are going to be absent, please fill out the request form in Mrs. Speicher's office.
2. Only emergency calls (unexpected illness, etc.) will be accepted during the early morning hours at the following phone number:

**567-8524**

**(FCS phone #)**

**The times for such calls at 567-8524 are as follows:**

**Monday through Friday 6:30-7:00 (AM)**

**(Regular School Days)**

**You can text me on my cell phone if I am gone for the day. I will check my emails after office hours til 4pm. I am in my office or the nurses office 6:30am – 12:30pm daily.**

3. On weekends: If you find that you need a sub for a Monday you may text me at the above number or call and leave a message on my voicemail at school.
4. As Always: If the reason for your absence is personal, doctor's appointment, or for other reasons which you know in advance, see Mrs. Speicher during office hours.
5. You must fill out an Absence Report/Request for Leave form for Mr. Dodge or Mrs. Aylor.
6. If you are requesting a personal day or days to extend a long weekend or vacation, fill out the form for Mr. Dodge.
7. Reminder: If you need a sub, make arrangements early. Subs are NOT plentiful. If you do not receive a white slip in your box of who your sub is for a date that you requested, please contact me.

If you use the answering machine, you must provide ALL the following information:

### **REQUEST FOR SUB VIA ANSWERING MACHINE**

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Your <u>Full Name</u>	Today's Date
Your Telephone Number _____	
I request a sub for _____	_____
Day	Date
Full Day _____	AM Only _____
	PM Only _____
	Starting time for PM _____

Be sure to give your reason for your request for a sub for the next school day.

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