

**LAKE STATION COMMUNITY SCHOOLS  
PRE-ARRANGED LEAVE DAY / ABSENCE FORM**



If you are going to be absent from school, this form should be completed and turned into your school main office; the office will fax this to the Administration Center sub-coordinator (Fax: 219-962-4011). If you have a request for a certain substitute, please note their name below.

Name: \_\_\_\_\_

School: \_\_\_\_\_

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

Reason for absence: ☐ Professional Development (in house)

☐ Professional Development (out of district)

☐ Release Time (in house)

☐ Release Time (out of district)

☐ Bereavement

☐ Jury Duty

☐ PTO [☐ Personal/other | ☐ Sick/illness]

☐ Other \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Principal: \_\_\_\_\_

Approval for Professional Development Requests and Release Time

Superintendent Approval: \_\_\_\_\_

If an absence is not pre-arranged, notification shall be made to the Administration Center by telephone to **219-962-1159** no later than 6:30 a.m. on the day of the absence. If an employee needs to leave due to an emergency while on the job, he or she shall contact his or her immediate supervisor for a verbal approval to leave work. If an employee is absent five (5) or more days, employee must have a physician's release certifying the employee's readiness to return to work. The school may request a doctor's verification of illness any time an employee is absent two (2) or more consecutive days. Employees must complete and absence verification slip upon return.