**Report on Leave and Request for Substitute Teacher**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Teacher on Leave** | **Position Title of Teacher on Leave** | **School Assignment** | **Type of Leave** | **Inclusive Date of Leave** | **Name of Recommended Teacher Applicant** |
| Name:Grade Level:Major/Subject Area/Subjects Taught: |  |  | 🞏with full pay🞏with half pay🞏without pay |  | Name:Major:Rank:Address: |

\*Attach photocopy of ***APPROVED FORM 6 and SPECIAL ORDER***

\*Accomplish and submit in ***TWO COPIES***

|  |  |  |
| --- | --- | --- |
| Prepared by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School HeadDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Funds Available:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Budget Officer/BookkeeperDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approved:**PORTIA M. MALLORCA, PhD, CESO V***Schools Division Superintendent*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |