



ABSENCE REQUEST FORM

Today's Date: _____

Name: _____

Class: _____

TIME REQUESTED

From Date:	To Date:	# of Weeks:
Need to find a substitute?	Yes	No

If no, please let us know the substitute's information:

Name _____

Email _____

Phone Number _____

Teacher's Signature	Supervisor* Signature
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Supervisor*: For Chinese class and SAT, please submit to Xianghong Zhang at shaunaxzhang@gmail.com
For cultural and sports classes, please submit to Lijun Zhang at lijun32@yahoo.com.

For office only:
