

Absence Report Form

To: _____ Education Authority

ABSENCE FROM DUTY

It is reported that _____
(Name of Teacher)

was absent from his post at _____ School,

from _____ to _____

the total of _____ days. The reasons for the absence are given below.

The reasons for my absence from duty were as follows:

Signed:.....(Teacher)

Reg. No.....

Head Teacher or Principal comments

Signed:
Head teacher or Principal

RECOMMENDATIONS FROM EDUCATION AUTHORITY

(Signed).....
Chief Education Officer or Education Secretary

This form is to be completed and sent to the Education Authority. After consideration by the Authority it must be sent to the TSO with the recommendation from the Education Authority.