MIAMI EAST LOCAL SCHOOLS

Composite Sheet/Substitute Employees

FOR THE PERIOD OF:

TO

Please list the employees absent, (teachers, bus drivers, cooks, custodians, secretaries, aides, tutors, etc.) their substitutes, and dates of substitution. It is necessary that this form be turned into the central office each week. Send in office mail.

Building

ABSENT EMPLOYEE	SUBSTITUTE	DATES (indicate if ½ day)	REASON
Early Dismissal/Late Arrival:			
No School (Including Holidays and Calamity Days):			