

**PEMISCOT COUNTY SPECIAL SCHOOL**  
**ABSENTEE AND SUBSTITUTE TIME SHEET**

Employee \_\_\_\_\_

School \_\_\_\_\_ Building \_\_\_\_\_

**Dates Absent**

\_\_\_\_\_ Full Day \_\_\_\_\_ or Hours \_\_\_\_\_

\_\_\_\_\_ Full Day \_\_\_\_\_ or Hours \_\_\_\_\_

\_\_\_\_\_ Full Day \_\_\_\_\_ or Hours \_\_\_\_\_

\_\_\_\_\_ Full Day \_\_\_\_\_ or Hours \_\_\_\_\_

\_\_\_\_\_ Full Day \_\_\_\_\_ or Hours \_\_\_\_\_

Reason for Absence \_\_\_\_\_

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

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**Substitute Information**

Substitute Name \_\_\_\_\_

Address \_\_\_\_\_

Degree: Yes \_\_\_\_\_ No \_\_\_\_\_ SS# \_\_\_\_\_

<b><u>Date</u></b>	<b><u>Time In</u></b>	<b><u>Time Out</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Principal's Signature \_\_\_\_\_