

Teacher Attendance Record

Complete and return to office of education each month
 Month _____, 2014 School _____

Name of Teacher	Date(s) of absence & Code	Date(s) of tardiness
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Number of fire drills this month _____ Disaster Drills _____

Change of Address or telephone number by staff.

BL - Bereavement Leave
 JD - Jury Duty
 PL - Personal Leave
 SL - Sick Leave
 *Pregnancy Leave - Use FMLA

See *Southern Union Education Code 4770* for description of various leaves.
 Personal Leave - Employee may be granted up to 3 personal leave days per year.
 Sick Leave - Employees are allowed to be absent 10 days during a contract year due to their illness or the illness of an immediate family member without pay reduction.