

**TEACHER ABSENCE
CONFERENCE RECORD**

Step 1 – Conference

Teacher _____ **Date** _____

Principal _____

_____ Shared Board policies 5.302 and 5.602

Pattern or Excessiveness: _____

Discussion:

Effects on Students, Staff, and Climate: _____

Teacher Signature / Date

Principal Signature / Date

Step 2 – Conference

Teacher _____ **Date** _____

Principal _____

Supervisor _____

_____ Shared Board policies 5.302 and 5.602

Discussion:

Reasons for Absences: _____

Action Plan/Procedures: _____

Teacher Signature / Date

Principal Signature / Date

Supervisor Signature / Date

Date Documentation of attendance and conferences forwarded
the Director of Schools

- The Director of Schools shall send the employee a formal letter instructing the employee to submit a doctor’s statement for each future absence.

Step 3 – Continued Documentation

(Date) Documentation of attendance forwarded to the Director of
Schools

- Formal charges for dismissal shall be initiated.