

# Absence Change Form

## DO NOT ENTER INTO SDS - FORWARD TO PAYROLL FOR DATA ENTRY

This form is to be used to advise Payroll of absence/replacement changes **AFTER** data entry cut-off date. Send the absence change form to through the Timecard Button, do not fax it.

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 School                      Loc #                      Sunday (MM DD YR)                      TO                      Saturday (MM DD YR)                      Prepared By

Date (s)	ID Number	Absent Employee	AM/PM	Daily Absence FTE/HR	Absence Reason

Date Approved: \_\_\_\_\_

Certified Correct: \_\_\_\_\_  
 Principal or Designate