

**BENSENVILLE ELEMENTARY SCHOOL DISTRICT 2**  
**EMPLOYEE ATTENDANCE SUBSTITUTE EMPLOYMENT RECORD**  
**INTERNAL SUBSTITUTES ONLY**

**EMPLOYEE RECORD**

NAME: \_\_\_\_\_ RECORD DATE \_\_\_\_\_

DATE ABSENT \_\_\_\_\_ ELEMENTARY Class \_\_\_\_\_ Grade \_\_\_\_\_

HALF DAY \_\_\_\_\_ WHOLE DAY \_\_\_\_\_ **OR** NUMBER OF PERIODS \_\_\_\_\_

\_\_\_\_\_ SICK LEAVE \_\_\_\_\_ SCHOOL BUSINESS \_\_\_\_\_

\_\_\_\_\_ PERSONAL LEAVE \_\_\_\_\_ (explain)

\_\_\_\_\_ JURY DUTY \_\_\_\_\_ PROFESSIONAL DEVELOPMENT \* (**account 2210-120**)

\_\_\_\_\_ RELIGIOUS LEAVE \_\_\_\_\_

\_\_\_\_\_ OTHER \_\_\_\_\_ BEREAVEMENT \_\_\_\_\_

\_\_\_\_\_ (relationship)

\_\_\_\_\_ (explain)

\* PROFESSIONAL DEVELOPMENT - activities which are designed primarily for assisting instructional staff in planning, developing and evaluating the instructional process.

**INTERNAL SUBSTITUTE RECORD**

NAME(S):	PERIOD(S):	SIGNATURE OF INTERNAL SUBSTITUTE:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYEE'S SIGNATURE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_