

NEW DAY ACADEMY

Teacher Notification of Absence

In the event that a teacher will not be available during regular school hours for more than 24 hours, a Teacher Notification of Absence is required. The employee will submit a copy to the Director via e-mail. A signed copy will be returned to the employee and a signed copy will be filed in employee's personnel file.

_____ will be unavailable, _____
Teacher Name Dates

For the following reason:

I realize that I am responsible for notifying my students of my absence and for managing my workload to meet my obligations as an NDA teacher.

(Employee Signature) Date

(Director Signature) Date