

GST Multidistrict

P.O. Box 308 • 600 Arnold Ave., Portland, ND 58274
Phone: 701-788-2004 • Fax: 701-788-2802

CONFIRMATION OF ABSENCE

Name: _____ School: _____

Date(s) Absent: _____

Sick/Emergency Leave

Family/Medical Leave

Personal Leave

Annual Leave

Funeral Leave

Professional Leave

TOTAL NUMBER OF QUARTERS ABSENT

2 hrs. = 1 qtr.

4 hrs. = 2 qtrs.

6 hrs. = 3 qtrs.

8 hrs. = 4 qtrs.

You must call the GST office to report your absence each day. Failure to submit this form will result in sick days being counted without pay.