



## Oasis Academy Substitute Teacher Request Form

Date(s): \_\_\_\_\_

Teacher/Grade: \_\_\_\_\_

Substitute: \_\_\_\_\_

W-4, I-9, DD on File?  YES  NO

- Reason for substitute:
- Vacation (PTO) (2 Days per year)
  - Sick (8 Days per year)
  - Professional Development
  - Other, please explain (i.e. Jury Duty, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Please select one:  Whole day (8 hours)

Half day (4 hours)

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_