

AESOP

Field Study is considered a field trip or an activity outside the district with students

**School Business is internal activity where coverage is needed

**Quad/in-house is any training/meeting within the Quad locations

Family Illness/Bereavement be sure to note in comments who the absence is for

**Professional Development off site training

Sick Day in advance will need notation of why, i.e. dr. appt, medical procedure

** All entries must include the name/location of what event you are attending