



NEW BRUNSWICK PUBLIC SCHOOLS
AESOP ATTENDANCE CHANGES/ADDITIONS/DELETIONS FORM

Name: School:

Job Title: Date:



ADD Absence Type: Date of Absence:

Explanation:

Horizontal line separator

Legal day, jury duty, require documentation attached to this form. FMLA and other types of leave require the appropriate leave forms from the NBPS website. Complete the forms and send them to the Medical Benefits coordinator. Military leave request requires a letter be sent to the Director of Support Services with documentation attached.

DELETE Absence Type: Date of Absence:

Explanation:

Horizontal line separator

Horizontal line separator

CHANGE Absence Type: Date of Absence:

Unpaid day status changes require the Superintendent approval

Explanation:

Horizontal line separator

Horizontal line separator

Employee's Signature: Date:

Signature of Department Head/Supervisor/Principal: Date: [] Approved [] Denied

Signature of Assistant Superintendent Curriculum: Date: [] Approved [] Denied
Use only for depts. that require approval by the Asst. Superintendent for Curriculum

Signature of Director of Support Services: Date: [] Approved [] Denied
Use only for legal and leaves that require approval by the Director of Support Services

Superintendent's Signature: Date: [] Approved [] Denied
Required only for unpaid status changes for approval the Superintendent

Form should be returned to the Payroll Dept after the Principal's signature has been obtained. Payroll will obtain the signature for Director of Support Services and the Superintendent when needed.