

Reporting Absence from Work

Teachers, Certified Education Assistants, Custodians and Clerical:
COARS (Central Okanagan Absence Reporting System) – follow instructions on:
First Class/All Staff/Absence Reporting System

General Illness:	Call or report to COARS
Prior Approval:	Fill out appropriate form (found in the Staff Room under the white board)
Long Term Illness:	Fill out appropriate form (found in the Staff Room under the white board)
Custodians:	E-mail Head Custodian with COARS number.

Noon Hour Supervisors:
Try to find a replacement for that day and advise the office of who is coming in for you.
Keep track on the timesheet in the mailbox