

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

ABSENCE REPORTING PROCEDURE

Absences from work should be reported prior to 6:00 a.m. on the day of absence. Please call **1-800-942-3767** to state:

Your Name
Building(s)
Reason for the Absence
Date/Time of Absence
If sub is needed for your position

If the answering service is not operating, staff members should leave their absentee message at (708) 841-3508. If this line is busy or answering machine is full, then call (708) 841-2290.

REMINDER

Step 1	Try 1-800-942-3767 the normal answering service number.
Step 2	Try 708-841-3508
Step 3	Try 708-841-2290

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*The Mission of School District 148 is to
challenge and support all students to reach their highest level of performance.*