

REQUEST FOR LEAVE

NAME _____
Last First

SCHOOL _____

DATE(S) REQUESTED _____
(Include non school dates)

A.M. / P.M. / BOTH
(Circle one above)

_____ LEAVE

_____ FIELD TRIP

_____ JURY DUTY

_____ BEREAVEMENT _____
(List relationship)

_____ OTHER

GET FORMS FROM CURRICULUM DIRECTOR FOR PROFESSIONAL LEAVE.

ATTACH FLYERS AND BROCHURE AS NEEDED

SUBSTITUTE INFORMATION

SUBSTITUTE NO / YES A.M. only / P.M. only / BOTH Date(s) Needed _____
NEEDED? (circle) (circle)

Applicant Signature _____/_____/_____
Date Signed

Principal Signature _____/_____/_____
Date _____
Approved _____
Not Approved _____
According to
Master Contract

Superintendent Signature _____/_____/_____
Date _____
Approved _____
Not Approved _____
According to
Master Contract

Substitute Name _____

COPIES TO: Principal Teacher/Staff Payroll