

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT

DISCLOSED PERSONAL DAY REQUEST FORM

Please prepare in duplicate

CHESTNUT STREET _____
CORNWELL AVENUE _____
GEORGE WASHINGTON _____
MIDDLE SCHOOL _____
HIGH SCHOOL _____

To: Assistant Superintendent Date: _____

From: _____

I will be absent from school on _____ due to: (Circle one)

- a. Sickness in the immediate family or household. Immediate family shall mean spouse and children, brother and sister, mother and father, mother and father-in-laws, grandparents, grandchildren, son and daughter-in-laws, brother and sister-in-laws, guardians and foster children.
- b. Legal or emergent personal matters that cannot be attended to outside the school day.

Note: A personal day request on the day prior to/or following a school holiday must state a specific reason.

Personal Business and Emergency

The allowance for all teachers appointed prior to July 1, 1985, shall be three (3) days for personal emergencies. The allowance for teachers appointed effective July 1, 1985, shall be two (2) personal emergencies.

Name _____

Area/Grade _____

Substitute/No Substitute _____

Approved by: _____

Director

Principal

Assistant Superintendent