

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT

UNDISCLOSED 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 _____ to attend a private personal matter that cannot be attended to outside the school day.

In accordance with the West Hempstead Education Association Agreement, please review the following:

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) days for personal emergencies.

Name _____

Area/Grade _____

Substitute/No Substitute _____

Approved by: _____
Director

Principal

Assistant Superintendent