

PERSONAL DAY REQUEST FORM

EMPLOYEE: _____

DATE OF PERSONAL DAY: _____

IS SUBSTITUTE AVAILABLE: _____

BUILDING PRINCIPAL SIGNATURE

SUPERINTENDENT SIGNATURE

FORMS ARE AVAILABLE THROUGH THE RESPECTIVE BUILDING PRINCIPAL'S OFFICE. FORMS **MUST** GO THROUGH THE PRINIPAL'S OFFICE, SO A SUBSTITUTUE CAN BE CONTACTED. FORMS NEED TO BE FILLED OUT **ONE WEEK** IN ADVANCE, EXCEPT IN CASE OF EMERGENCIES. FILL OUT FORM IN DUPLICATE, ONE COPY WILL BE RETURNED TO YOU UPON APPROVAL.

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