

JH/HS Request for Leave

Please fill out a sheet for each day you plan to be gone, and turn in at least one week in advanced of a planned absence. (If you are going to be gone consecutive days, you may fill out one sheet per week.)

Today's Date: _____

Name: _____

Date(s) of Leave: _____

Time gone: _____ period to _____ period OR All Day

Reason for Absence: _____

My sub for morning duty is: _____ OR N/A

Please return this form, with an Absence from Duty form, to the High School Office to be approved by Mrs. Taubert. A substitute will be assigned as needed.

Approved: Yes _____ No _____ Date: _____

Substitute Assigned: _____

"Discretionary personal leave may not be taken for more than two consecutive days, except in extenuating circumstances, as determined by the Superintendent. Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester exams, days scheduled for STAAR tests, or professional or staff development days." (DEC-Local)