

REQUEST FOR LEAVE (9/07)

TODAY'S DATE: _____

NAME: _____

DATE (S) OF LEAVE: _____

REASON FOR LEAVE: _____

CIRCLE ONE: Sick leave personal leave* professional leave**

Any duties? AM Snack Lunch PM

Circle substitute preference:

Elementary subs: Jean McDonald, Jen Wadleigh, Gina Jones, Greta McCarthy, Kirk Gentalen, Jessica Farrelly, Marla Jones (Tues. only)

Middle School subs: Mary-Ann Jalbert, Jen Wadleigh, Kirk Gentalen, Greta McCarthy, Gina Jones, Charlie Brown

High School subs: Mary-Ann Jalbert, Charlie Brown, Kirk Gentalen, Jen Wadleigh, Greta McCarthy, Gina Jones

*Personal days may not be used before or after a legal holiday or vacation period unless mutually agreed upon by the teacher and the Principal and Superintendent. All personal day requests should be made in writing and when possible with at least 48 hours notice.

SCHOOL LEADERS APPROVAL: _____

SUPERINTENDENTS APPROVAL: _____