

REQUEST FOR LEAVE (3/10)

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:

Pam Alley, Sandi Alley, Laura Barrett, Candi Barton, Danielle Bickford,

Jessica Farrelly, Mary-Ann Jalbert, Gina Jones, Adam Lachman,

Jean McDonald, Kim Radly, Meredith Swears, Jen Wadleigh, Jessi Wootton

*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: _____