

Request for Leave (9/15)

Today's date:

Name:

Date(s) of leave:

Reason for leave:

Circle one: Sick Leave Personal Leave* Professional Leave

Circle substitute preference:

Pam Alley, Sandi Alley, Bryan Feezor, Angie Miller, Meagan Miller, Sandy Nelson, Kris Osgood,
Peter Richards, Samantha Thompson

*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.

Principal's Approval: _____

Superintendents Approval: _____