

****ELEMENTARY REQUEST FOR LEAVE****

Please fill out a new sheet for each day requested.

Today's Date: _____

Teacher/Aide's Name: _____

Date Requested: _____

Time Requested: From _____ **To** _____ **or All Day**

Reason for Absence: _____

Duty Coverage Needed during your absence (please circle one)?

Yes No Duty Location: _____

Class Coverage Needed _____

Please return this form to Mrs. Rouse to get Mr. McKneely's approval. A substitute will be assigned as needed, and the form will be returned to your box for your records.

Principal's Approval _____ **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)