

REQUEST FOR PERSONAL DAY / EARNED LEAVE

I HEREBY APPLY FOR PERMISSION TO BE ABSENT FROM SCHOOL:

_____ EARNED LEAVE DAY (Must be listed in Aspen) OR

PERSONAL DAY: _____ WITH PAY _____ WITHOUT PAY

ON THE FOLLOWING SCHOOL DAY: _____

FOR THE PURPOSE OF: _____

Name (please print)

Signature

Date

Principal Signature

Date

Approved Disapproved

NOTE: This form shall, whenever possible, be submitted to the principal's office **at least SEVEN (7) working days prior** to the initial day of requested leave.