

## TEACHER'S REQUEST FOR TIME OFF.

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Classroom: \_\_\_\_\_

Date(s) Requesting Off: \_\_\_\_\_

Purpose Of Time Off: \_\_\_\_\_

### FOR OFFICE USE ONLY

Request granted: \_\_\_\_\_ DENIED \_\_\_\_\_ Reason: \_\_\_\_\_

Substitute(s) Assigned and Hours: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Director/Ass't Director)

## TEACHER'S REQUEST FOR TIME OFF.

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Classroom: \_\_\_\_\_

Date(s) Requesting Off: \_\_\_\_\_

Purpose for time off: \_\_\_\_\_

### FOR OFFICE USE ONLY

Request granted: \_\_\_\_\_ DENIED \_\_\_\_\_ Reason: \_\_\_\_\_

Substitute(s) Assigned and Hours: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Director/Ass't Director)