



UNRESTRICTED LEAVE REQUEST

NAME _____ BUILDING _____

I wish to take Unrestricted leave to conduct personal business/civic affairs, which cannot be conducted outside regular school hours. I hereby request unrestricted leave as noted:

Date(s) Requested _____ Substitute Required Yes No

Is the date(s) requested the day before or the day following a scheduled break and/or holiday, and/or professional development day, and/or the last student day of the year as established in the approved school calendar?

Yes No

If yes, is there an extenuating circumstance to consider waiving the penalty for this leave?

Yes No

This form should be submitted to the superintendent through the building principal as far in advance as reasonably possible.

Date

Teacher

Date

Principal

Date

Superintendent