

Lake Placid Middle/High School

Request for Leave 2020-21

From: _____ Date: _____

	Date(s)	Time/Period(s) to be covered
Sick Leave	_____	_____
Family Illness	_____	_____
Death in Family	_____	_____
**Personal Business	_____	_____
Professional		
<i>Conference/ Staff Dev.</i>	_____	_____
<i>Meeting</i>	_____	_____
<i>(CSE; Parent; Other) Test Admin.</i>	_____	_____
<i>Field Trip</i>	_____	_____
Vacation	_____	_____
Other (Specify)	_____	_____

Recommended	Not Recommended	Date
_____	_____	_____
<i>Supervisor</i>	<i>Supervisor</i>	
Recommended	Not Recommended	Date
_____	_____	_____
<i>Principal</i>	<i>Principal</i>	

**Request for Personal Leave before a holiday are submitted on a separate form.