

LAKE PLACID CENTRAL SCHOOLS

REQUEST FOR PERSONAL LEAVE PRIOR TO OR AFTER A RECESS, HOLIDAY OR VACATION

TO: Superintendent of Schools

FROM: _____(teacher)

Personal Leave

I hereby request personal leave on _____
Date(s)

Reason: _____

Supervisor

Date

Principal

Date

APPROVED/NOT APPROVED

(Circle one)

Date

Superintendent

Time off PAID/NOT PAID
(Circle One)