



Request for Time-Off

2021-2022

Name _____ Today's Date _____

Date(s) to be absent _____

Reason _____

Teacher Signature _____

Approved by _____ Date _____

Please Note:

- Please submit form two weeks in advance.
- In case of sickness, please fill out upon your return.
- Please put in Laura's Office Mailbox (Workroom one if door is closed).
- You will receive a copy of the form within one day.