

SCHOOL BUSINESS LEAVE FORM

Complete the following and forward to the Central Office for approval by the Superintendent. A copy of the approved form will be sent back to your building office. Be sure to indicate if a Substitute Teacher is needed. **Please make sure your absence is added to Online Subsystem even if a substitute is not required.**

NAME: _____
(Print)

CURRENT DATE: _____

DATE OF REQUESTED LEAVE: _____
Form DUE at least 5 days in advance of leave

BUILDING: _____

EXPENSES: (List) _____

CODE: _____

DESCRIPTION OF BUSINESS LEAVE ACTIVITY: (examples may include activities such as: field trips, sporting events scheduled during the school day, blood drives, etc)

BUILDING PRINCIPAL: _____

(Signature of Approval) Date

SUPERINTENDENT: _____

(Signature of Approval) Date

(updated 8/02/17)

<p>Is a substitute required?</p> <p>Yes ____ No ____</p> <p>If 1/2 day, is sub needed for a.m. or p.m.?</p> <p>a.m. ____ p.m. ____</p> <p>Added to Online Subsystem?</p> <p>Yes ____ No ____</p>
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