

# SCHOOL BUSINESS LEAVE FORM

Complete the following and forward to the Central Office for approval by the Superintendent/Assistant 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

**Assistant Superintendent/Superintendent:**

\_\_\_\_\_  
(Signature of Approval) Date

(updated 07/2020)

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