

# ABSENCE FROM REGULAR DUTIES

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**\*DATE OF REQUEST** \_\_\_\_\_

**PERIOD OF ABSENCE REQUESTED** \_\_\_\_\_ **TO** \_\_\_\_\_

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**NAME:** \_\_\_\_\_

**REASON FOR REQUEST:**

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**PLEASE LIST TEACHING ASSIGNMENTS MISSED AND PLAN TO COVER:**

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**CONTACT DURING ABSENCE:** \_\_\_\_\_

**PHONE/EMAIL/ADDRESS:**

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\_\_\_ **APPROVED** \_\_\_\_\_

**DIRECTOR**

\_\_\_ **NOT APPROVED**

\* Request must be made prior to commitment and at least one week before requested absence.