



### VACATION / PERSONAL DAY REQUEST FORM

Name: \_\_\_\_\_ E#: \_\_\_\_\_ Date: \_\_\_\_\_

**I request the following**    **vacation day(s)**    **personal day(s):**  
*(Indicate number of hours per day if not taken as full day)*

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Please do not request vacation when school is in session unless it cannot be avoided. August and early September are especially important times to have all staff present.

Supervisor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Please submit form to Emil Cheng at Admin. 212 in advance of time requested.



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