

**SUNMAN-DEARBORN COMMUNITY SCHOOLS  
PERSONAL LEAVE REQUEST**

*Submit this form to the Principal two days in advance.*

**Name:** \_\_\_\_\_

**Grade or Subject:** \_\_\_\_\_

**School:** *East Central High School*

**I plan to use personal leave for the following date(s):**

\_\_\_\_\_  
\_\_\_\_\_

**Reason for personal leave is:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AM** \_\_\_\_\_      **PM** \_\_\_\_\_      **FULL DAY** \_\_\_\_\_  
(check one)

\_\_\_\_\_  
**Signature of Teacher**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Principal**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Superintendent**

\_\_\_\_\_  
**Date**