

**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