

# 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 5/09/2018)

<p>Is a substitute required?</p> <p>Yes ____ No ____</p> <p>If ½ day, is sub needed for a.m. or p.m.?</p> <p>a.m. ____ p.m. ____</p> <p>Added to Online Subsystem?</p> <p>Yes ____ No ____</p>
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