

PERSONAL/SCHOOL BUSINESS DAY REQUEST FORM

Staff members are required to complete "Section A" and submit this form to the Building Principal, Department Supervisor, or other District Administrator. School Business Day requests must be received at least one week prior to the date of the absence(s).

Section A: (To be completed by staff member)

Name: _____ Date of request: _____

School/building: _____ Position: _____

of days requested: _____ Date(s) of absence(s): _____

Reason for absence: Personal School business* Field trip Other: _____

*If expenses are incurred for a school business day, an estimated expense form must be attached.

If school business, state nature and name of workshop/meeting: _____

Time of absence: Full day Half day Specific times: _____

Requested by: Staff member Building Principal Other: _____

Please report all absence(s) to the Sub Finder System at (856)293-8340, and enter job# below:

Sub Finder Job#: _____ **Substitute required?** Yes No

Section B: (To be completed by Building Principal, District Supervisor or other District Administrator if staff member is requesting a school business day)

Staff members may take up to (2) school business days per school year for professional development. If this request places the staff member in excess of (2) days, please state reason(s) why you would like him/her to attend this workshop.

If you do not approve this request, please provide a brief explanation and initial here _____.

of school business days already taken this school year (not including this request): _____

This workshop to be paid by: Building Funds Other Funds/Account #: _____

Section C: (Please sign below if you approve this request)

Principal/Supervisor/Administrator: _____ **Date:** _____

Department Chairperson (Secondary): _____ **Date:** _____

Asst. Superintendent-Personnel: _____ **Date:** _____

Superintendent: _____ **Date:** _____