

JEFFERSON PARISH PUBLIC SCHOOLS
REQUEST TO BE ABSENT FOR SCHOOL RELATED BUSINESS / FIELD TRIP
GRACE KING HIGH SCHOOL
2015 - 2016

Teacher's Name _____ Today's Date _____

I request permission be granted for me to be away from my position on school related business on:

M Tu W Th F Date(s): ____/____/____ for _____ One half day (am pm)
Circle day of week _____ One full day

Time of Function: _____

State the purpose of this request and attach any corresponding paperwork requesting your presence:

Location of function: _____

Approved: _____

*** **Make sure to call Kelly Services for a substitute.**

Denied: _____

Reason: _____

PRINCIPAL'S SIGNATURE

DATE