

**STONINGTON PUBLIC SCHOOLS**

**PERSONAL DAY REQUEST FORM**

MEMO: Leanne Masterjoseph, Superintendent of Schools

FROM: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

DATE: \_\_\_\_\_

I am requesting the following day(s) off for a personal day(s).

Day: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Teachers must verify the availability of a personal day with the school secretary.

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**BUSINESS OFFICE ONLY**

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received: \_\_\_\_\_

Recorded: \_\_\_\_\_

Returned: \_\_\_\_\_