

**EAST RAMAPO CENTRAL SCHOOL DISTRICT  
REQUEST FOR PERMISSION TO LEAVE EARLY**

Please Note: 1. Paper copies of this application must be completed in duplicate.  
2. All members of the building staff must complete a copy of the Request for Permission to Leave Early Form in order to obtain approval to leave the work site prior to the conclusion of the day.  
3. This form must be signed by the building principal. In the event that the building principal is not available, her designee may approve the request. In the event of an emergency situation, verbal approval will have to be obtained. In these instances, this form must be completed on the following business day or as soon as possible.

NAME: \_\_\_\_\_  
Last First

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

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

REASON FOR REQUEST: \_\_\_\_\_  
\_\_\_\_\_

REQUESTED TIME OF DEPARTURE: \_\_\_\_\_

CLASSES OR ASSIGNMENTS NEEDING COVERAGE: \_\_\_\_\_  
\_\_\_\_\_

PROVISIONS MADE FOR THIS COVERAGE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF STAFF MEMBER: \_\_\_\_\_

I HAVE NOTED THE REQUEST.

SIGNATURE OF PRINCIPAL: \_\_\_\_\_

DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_