Leave Day Correction Request Form

To: Russell Hudson

From: _____

Date: _____

Subject: Request for Leave Day to be entered into Frontline/Corrected

I was unable to enter a leave day request into Frontline to document my absence today
Therefore, I am requesting that a leave day be entered into Frontline on my behalf as follows:

Name:_____ Location:_____

Date of Absence: _____

Type of Absence (CIRCLE ONE): Sick Personal Other _____

Length of Absence (CIRCLE ONE): Full Day ½ Day AM ½ Day PM

Specific Reason for Absence (provide for all days except for sick days).

_____

_____

_____

Signature of Staff Member: _____

*I understand that personal days will not be granted before or after a school/work holidays
*I understand that sick days taken before or after a school/work holiday will require documentation in the form of a doctor's note to be considered for approval.

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For Administrator Use Only:

Date entered: _____

Administrator Initials: _____