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## PRINCIPAL AWAY FROM SCHOOL FORM

I \_\_\_\_\_ will be away from my school \_\_\_\_\_  
(Employee Name) (School Name)

on the following dates: \_\_\_\_\_

for a total of \_\_\_\_\_ day(s).

### Reason

**Check one:** 1. To attend a professional meeting.   
Please specify:

\_\_\_\_\_

In case of emergency, I can be reached at

\_\_\_\_\_

2. Annual Leave

3. Sick Leave

4. Other (Professional obligations)   
Please specify:

\_\_\_\_\_

Person left in charge: \_\_\_\_\_

School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee Signature)

Approved signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent Signature)