

**PREAPPROVAL FOR PERSONAL DAY**

Employee\_\_\_\_\_

Date Requested for Personal Day\_\_\_\_\_

Approved\_\_\_\_ Denied\_\_\_\_ Reason Denied\_\_\_\_\_

\_\_\_\_\_

Principal

Superintendent

Upon return from Personal Day, teacher is to sign below and return this form to the Superintendent's office.

\_\_\_\_\_  
Teacher

Form #63

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