

Lanett City Schools

PROFESSIONAL LEAVE REQUEST FORM

Date Form Submitted _____

I, _____, request to take

_____ For leave indicated below.

(Date)

Field Trip (with your class; explanation) _____

Athletics

Professional Leave – (explanation) _____

 Jury Duty/Military Leave _____

(Employee Signature)

(Principal, if Applicable)

(Approved by Superintendent)

(Date Approved)