

MERCER COUNTY SCHOOL DISTRICT #404

REQUEST FOR DOCK DAY

Requests for personal leave should be submitted to building principal for approval at least five days ahead of request date. Emergency requests will be considered on a more immediate basis.

FACULTY MEMBER _____

TODAY'S DATE _____

DATE OF LEAVE _____

REASON _____

Approved _____

Disapproved _____

Signature of Principal

Date

Signature of person notifying sub caller

Date