

***Penns Grove-Carneys Point Regional School District***  
***REQUEST FOR RELEASE FROM WORK DAY***

Date: \_\_\_\_\_

Dear: \_\_\_\_\_  
 Superintendent of Schools

I am requesting the following day(s) \_\_\_\_\_ for the appropriate reason as checked below:

- \_\_\_ Illness
  - \_\_\_ Vacation
  - \_\_\_ Personal Business
  - \_\_\_ Bereavement - Relationship: \_\_\_\_\_
  - \_\_\_ School Trip to: \_\_\_\_\_
  - \_\_\_ Workers Compensation - Doctor Note Required
  - \_\_\_ Jury Duty - Court Summons Required
  - \_\_\_ Court - School Business Court Summons Required
  - \_\_\_ Comp Day
  - \_\_\_ No Pay - Reason: \_\_\_\_\_
- BOE Approval: \_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

Approval \_\_\_\_\_  
**Granted** Administrator Date

Approval \_\_\_\_\_  
**Denied** Administrator Date

Approval \_\_\_\_\_  
**Granted** Superintendent Date

Approval \_\_\_\_\_  
**Denied** Superintendent Date

Following actual day of absence, please submit this form to your immediate supervisor for verification purposes, who will in turn forward to Superintendent's Office. Thank you.

**EMPLOYEE VERIFICATION OF ABSENCE**

\_\_\_ In my opinion, the above-indicated absence should be accepted as legitimate. \_\_\_\_\_  
 Administrator's Signature

\_\_\_ In my opinion, the above-indicated absence is not justifiable. \_\_\_\_\_  
 Administrator's Signature