

Request for Change of Approved Vacation Schedule

I request the following changes in my vacation schedule:

	Dates		Dates
<i>From:</i>		<i>To:</i>	

Remarks:

Submitted By: _____

Date: _____

Approved: _____

Supervisor

Date: _____

Return one copy of this request to Pat Calkins in the Superintendent's Office for processing. Retain one copy for your records. Request must be approved by principal or supervisor before returning to the Superintendent's Office.

