

## Early Departure or Late Arrival Request

To: Cathy Macias, Principal or designee

From: \_\_\_\_\_

Subject: Request for Early Leave Time or Late Arrival

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

\_\_\_\_\_ Early departure from campus at (time) \_\_\_\_\_ on (date) \_\_\_\_\_.

\_\_\_\_\_ Late arrival to campus at (time) \_\_\_\_\_ on (date) \_\_\_\_\_.

For the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_  
Signature of Principal or Designee

\_\_\_\_\_  
Date

*A copy of this request will be kept in personnel file.*