

High School for Law Enforcement & Criminal Justice

REQUEST TO LEAVE CAMPUS or COME IN LATE

Please return this form to Ms. Castillo, Secretary, **24 hours in advance of absence.** All Professional Development, Off Campus Duty, Excused Personal Business, **MUST have prior approval from Ms. Mosteit.**

Today's Date: _____ Departure Time: _____

Date you will be out of the building: _____ **Return Time:** _____

NAME: _____ Employee ID # _____

REASON: _____

Teachers: Who will cover your class?

Sub: _____ Job#: _____

**DO NOT WRITE BELOW THIS LINE:
FOR PAYROLL PURPOSES:**

Assistant Principal

Date

Approved: Carol Mosteit, Principal

Sick _____ OCD _____ Ex. Per. Bus. _____ Other _____

Vac. Time _____
(12 MONTHS EMPLOYEES ONLY)