



Lamesa Independent School District
Every Student Every Day

Dear Mr. Knight,

I request a personal day of leave for the following day or days:

_____.

- This day is before or after a student holiday
- This day is on the first/last week of school

Thank you,

Staff Member Print Date

Staff Member Signature

- Approved
- Denied

- Approved
- Denied

Approved, Principal Date

Approved, Superintendent Date

Central Office Use Only

____ Number of State Days Remaining ____ Number of Local Days Remaining

____ Number of Personal Days Used ____ Danielle Garcia