

**ROSEBUD-LOTT I.S.D.**

**REQUEST FOR ABSENCE FORM**

(This form must be filled out & turned in to your principal 72 hours prior to taking off, unless it's an emergency. This 72-hour notice is a district policy. After review by the principal, you will receive a copy notifying you of approval/denial).

EMPLOYEE'S NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

DATE(S) REQUESTING OFF: \_\_\_\_\_ 1/2 DAY \_\_\_\_\_ FULL DAY  
\_\_\_\_\_ 1/2 DAY \_\_\_\_\_ FULL DAY  
\_\_\_\_\_ 1/2 DAY \_\_\_\_\_ FULL DAY

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

Approved

Denied

\_\_\_\_\_  
Supervisor/Principal's Signature/Date

OFFICE COPY

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\_\_\_\_\_ 1/2 DAY \_\_\_\_\_ FULL DAY

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

Approved

Denied

\_\_\_\_\_  
Supervisor/Principal's Signature/Date

(BOTTOM PORTION TO BE RETURNED TO EMPLOYEE UPON APPROVAL)