Personal Day Exception Request

Used for Conferences, Professional Development, First and Last 10 Days of School and Days not entered 5 days prior

Please check the appropriate box below.

Name: _____

Date(s): _____

❏ First Ten Days of School Year (Check district calendar dates)

❏ Last Ten Days of School Year (Check district calendar dates)

❏ Conference Days (Check district calendar dates)

❏ In-Service PD Days (Check district calendar dates)

❏ Days not entered in AESOP 5 days prior to leave (Check district calendar dates)

School: PK-6   7-12

Reason (please provide detailed explanation for the request):

Employee Signature: _____   Date: _____

REA Representative Approval: _____   Date: _____

Principal Approval: _____   Date: _____

Superintendent Approval: _____   Date: _____