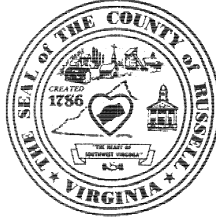


RUSSELL COUNTY PUBLIC SCHOOLS



REQUEST FOR VACATION TIME

SUBMIT THIS FORM TO THE DIVISION SUPERINTENDENT NO LATER THAN ONE (1) WEEK PRIOR TO USING VACATION TIME. A REQUEST SHOULD BE MADE IN ADVANCE FOR ONE OR MORE DAYS OF VACATION. ALSO, PLEASE SUBMIT A CERTIFICATE OF ABSENCE TO THE CENTRAL OFFICE FOR VACATION TIME USED.

Name

School

Requested Vacation Days

Signature

Date

APPROVED:

Principal

Date

Supervisor

Date

Division Superintendent

Date