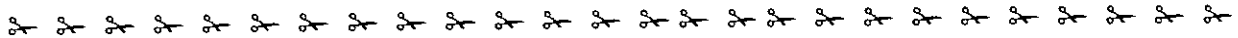


FOREST AREA SCHOOL DISTRICT		
<i>Request for Personal, Emergency, or Vacation Leave</i> (Complete in Duplicate)		
Name:		
Date of requested leave:		
Type of Leave (Circle one below):		
Personal	Emergency	Vacation <small>(240 day personnel only)</small>
Employee Signature:		

FOR OFFICE USE:

Date:	Approved by:
Substitute will be:	

★OFFICE COPY



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FOR OFFICE USE:

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Substitute will be:	

★EMPLOYEE COPY