Dickson County Board of Education
817 North Charlotte Street
Dickson, TN 37055
(615) 446-7571
Fax # (615) 441-1375

Personal Leave Request

Name: _____

Date(s) of Leave: _____ Total # of days: _____

You MUST check one:

This leave will be:

- Personal Day ☐
- Without Pay ☐
- Other (specify) _____ (military, jury duty, etc)

Additional comments:_____

_____

_____ _____
Signature Date

Name of substitute teacher: _____

Your request for personal leave has been:

- Approved ☐
- Disapproved ☐

Reason for disapproval: _____

_____

_____ _____
Principal's or Supervisor's signature Date