

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

Release Day Request

Release days are defined as paid days which the educator is released from his/her regular daily assignment to perform other approved duties and/or assignments.

Release days will be granted in accordance with the guidelines approved by the Dickson County Board of Education's policy GBRHE.

Requests shall be submitted to the appropriate instructional supervisor at least five (5) days prior to the requested days.

Teacher's Name: _____ School: _____

Grade or areas now teaching: _____ Date of Application: _____

1. Date or dates of release days requested: _____

Amount of time requested (check one): ½ day _____ 1 day _____ other _____

2. Location of assignment or duty: _____

Address: _____

3. Nature of assignment or duties: _____

Signature (reviewed by Principal)

Signature of Teacher

Approved by:

Elementary Supervisor

Secondary Supervisor

4. Remarks by teacher relative to assignment or duty during release days: _____

5. Number of hours spent on assignment or duty: _____

6. This form will be returned to the principal. Fill in the name and fund for the substitute and then send the form to the superintendent's office. It will then become a part of your personal file.

7. Name of substitute: _____

8. Fund to pay substitute (DCEA, DARE, Title I, Title II, etc.): _____