Norwalk Public Schools

Personal Day Notice/Approval

24 hours notice is required except in the case of emergency.
Submit this form to your immediate supervisor.

Employee Name (Please Print)	School or Location	Employee ID #	Day & Date of absence for personal business

#Personal days accumulated_____ #Personal days taken during current school year_____
(To be completed by employee)

My request is for important personal or family business that can be transacted only during the school day.

Employee Signature _____ Date employee submitted _____

Immediate supervisor's signature
(indicates notice or, as required, approval)* _____ Date signed _____

9/7/04 (*Please refer to contract language to check conditions.)

Teachers must call SubFinder once approved.