

**MULBERRY/PLEASANT VIEW SCHOOL
PERSONAL DAY REQUEST FORM**

Today's Date

Date Requested

*(Remember you cannot take a Personal Day the day before or day after Holiday.
The first 5 days of the school year or the last 5 days of the school year)*

Number of Previous Requests this school year: _____

Signature of Employee

**MUST NOTIFY YOUR BUILDING PRINCIPAL AND GET SIGNATURE THAT THEY
KNOW YOU ARE REQUESTING THIS PERSONAL DAY. IF APPROVED YOU MUST
FILL OUT PERSONAL DAY ON SICK LEAVE
FORM ALSO.**

Principal's Signature

**Superintendent's Signature
For Approval**