

Teacher Intern Personal Leave Request

Criteria for Approval

- 1) Interns have 5 personal days for use over the course of the school year.
- 2) Approval must be obtained in writing *prior* to personal days being taken.
- 3) Additional personal days are not allowable under this policy.

Name _____ Date _____

Day(s) and Date(s) requested:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Supervising teacher(s) signature(s) indicating approval:

- 1) _____ Date _____
- 2) _____ Date _____

Coordinator's signature indicating approval:

_____ Date _____

Total Days available prior to this request _____

Total Days remaining after this request _____

Please return this form to your respective Valley View or Normandale
Intern Coordinator