

MONSON PUBLIC SCHOOLS  
Monson, Massachusetts

TO: Mrs. Cheryl Clarke, Superintendent of Schools

FROM: \_\_\_\_\_

POSITION: \_\_\_\_\_

SUBJECT: Personal Day

I request a personal day on

\_\_\_\_\_ (Month) (Date)

Please indicate the religious, legal, family, or personal matter which cannot be handled except during school hours:

\_\_\_\_\_  
(Signature of Supervisor)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

This form must be filed by the employee with the Superintendent's office at least 48 hours in advance of the date requested.

A copy of the approved form will be returned by the Superintendent's office.

\_\_\_\_\_  
(Signature of Superintendent)