

MADISON SCHOOL  
PERSONAL BUSINESS DAY REQUEST

Name: \_\_\_\_\_ Date of This Application: \_\_\_\_\_

Date Requested For Personal Business: \_\_\_\_\_

In applying for this personal business day I acknowledge that I am aware of Article VII, paragraph I of the Master Agreement and that this request is for the following personal business: \_\_\_\_\_.

This is personal business that can not be conducted outside of the normal school hours, is not being used for shopping, hunting, fishing, or other recreational and/or leisure activities, or for seeking employment (unless I have been notified that I am being laid off).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I am aware of this request.

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Approval

\_\_\_\_\_  
Date

Name of Substitute Requested: \_\_\_\_\_