

Dickson County Schools  
817 North Charlotte Street  
Dickson, TN 37055  
(615) 446-7571  
Fax #: (615) 441-1375

## Personal Leave Request

Name:

Date(s) of Leave:

Total # of Days:

You MUST check one:

This leave will be:

Personal Day

☐

Without Pay

☐

Other (specify)  
(military, jury duty, etc.)

☐

Additional comments:

Signature

Date

Name of substitute teacher:

Your request for personal leave has been:

Approved

☐

Disapproved

☐

Reason for Disapproval:

Principal's signature

Date

Immediate Supervisor's signature

Date

Director of Schools signature

Date

Created/Edited: 9/10/24

Board Policy Cross Reference: 5.1033, 5.3030