



DICKSON COUNTY SCHOOLS
Release Day Request

Release days are defined as paid days in which the educator is released from his/her regular daily assignment to perform other approved duties and/or assignments. Release days will be granted in accordance with the guidelines approved by the Dickson County Board of Education's policy 5.3031.

Requests shall be submitted to the appropriate instructional supervisor at least five (5) days prior to the requested days.

Teacher's Name: _____ School: _____

Grade or areas now teaching: _____ Date of Application: _____

1. Date or dates of release days requested: _____

Amount of time requested (check one): $\frac{1}{2}$ day _____ 1 day _____ other _____

2. Location of assignment or duty: _____

Address: _____

3. Nature of assignment or duties: _____

4. Remarks by teacher relative to assignment or duty during release days: _____

5. Number of hours spent on assignment or duty: _____

This form will be returned to the principal. Fill in the name and fund for the substitute and then send the form to the superintendent's office. It will then become a part of your personal file.

6. Name of substitute: _____

7. Fund to pay substitute (DCEA, DARE, Title I, Title II, etc.): _____

Signature (reviewed by Principal)

Signature of Teacher

Approved by:

Elementary/Secondary Supervisor Signature

Director of Schools Signature