

Non-Contact Request Form

If you require time out of class, please complete this request form. For example, to attend a course, to complete a Leadership task or to attend a meeting.

If a request is for something that happens regularly then please complete this once and specify in the dates box.

Please place in the yellow box in Vicki Weekes' office as soon as you know you need to make the request. If there is less than a week's notice then please speak to Vicki.

EMPLOYEE TO COMPLETE THIS SECTION

Name:			
Date required:			
Reason for request:			
Are you out of class any other days in the same week?	Yes/No		
If yes (please specify...)			
Any other information:			

Signed:		Date:	
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AUTHORISATION

Yes			
No because			
Cover...			
Signed:		Date:	

To be completed by Vicki Weekes:

Cover arranged ☐ School e-calendar ☐