

Tobin K-8 School



Personal/Professional Day Request Form

- All personal and professional days must be approved by the principal. For additional religious holidays, please complete for the request form. You must call Sub-Central to request substitute coverage for any absences unless in-house substitute coverage is provided for you by the Director of Instruction.
- **Personal Day request forms for a personal day, a professional day, or a religious holiday are available on the Tobin Handbook | Protocols TAB | Forms.**

1. Name: _____
2. Date(s) of Absence: _____
3. Total Number of Days: _____
4. Reason of Absence: _____

- Note:**
- A. Physician certificate required on 6th day of illness.
 - B. Reasons for Absence: Choose from list and write on #4. ****Please note there is no change on line 4 after the form is filed.**
 - C. Please note that Boston Public School District discourages taking personal days on Mondays, Fridays, and /or before or after school vacations, and long weekends. Such requests will be monitored closely by the principal.
 - **Personal Day**
 - **Professional Day**
 - **Sick Day**
 - **Death of a relative (specify)**
 - **Jury Duty**
 - **Conference Day**
 - **Other (specify)**

Signature of Staff Member

Date

Personal **Professional Day Approved:** _____

Personal **Professional Day Denied:** _____

Signature of Principal

Date

Note: All staff who are out sick must call the school by 2:00 p.m. or we will keep the substitute for the next day.

***Return this form to Ms. Gomez (Administrative Assistant/Secretary).**