

Tobin K-8 School



Early Release Request Form

1. Name: _____
2. Date: _____
3. Reason for Request: _____
4. Coverage Arranged and Approved for Class: _____
5. Time Requesting to Leave: _____



***Principal Initials:** _____

This form is used by staff members requesting to leave and return during the school day or to leave before the end of the school day.

*All requests to leave early must be approved by the Principal. This form will be used to monitor such requests.

