

MIAMI NORTHWESTERN SENIOR HIGH SCHOOL
REQUEST TO ARRIVE LATE /LEAVE EARLY
2018-2020

THIS REQUEST IS TO BE SUBMITTED AT LEAST 48 HOURS IN ADVANCE. PLEASE DO NOT LEAVE CAMPUS UNTIL THIS APPROVED REQUEST HAS BEEN RETURNED TO YOU VIA EMAIL OR HARD COPY.

GUIDELINES

The contractual work day is 7 hours and 20 minutes. Instructional personnel report to work at 7:10 AM and remain until 2:30 PM. As per the bargaining contract, requests to arrive late or leave early is ***at the discretion of the Principal.*** Upon approval, it is the responsibility of the requesting instructor to arrange for coverage of students and/or request assistance from the coach/departmental chairman. Upon approval, please email your respective administrator and copy the coach/ department chairman, teachers providing coverage, and Ms. LaWarnia Gray with a detailed list of the teacher/student distribution. Substitute coverage will be provided upon availability.

The request form is to be submitted at least 48 hours prior to the date of your request.

- All request forms are to be submitted to your respective administrator for approval.
- All reasonable requests will automatically be approved. If approval is withheld, you will be notified.

TO BE COMPLETED BY EMPLOYEE

Employee's Name: _____ Date Submitted: _____

I am requesting permission to arrive/leave school at _____ AM/PM
on (Date): _____.

Coverage Required: NO Yes--- Provided by: _____

Reason(s): Doctor's Appointment Illness of Self Funeral
 Dentist Appointment Illness of Family Other _____

TO BE COMPLETED BY YOUR RESPECTIVE ASSISTANT PRINCIPAL.

If your respective assistant principal is out of the building, permission may be granted by an available administrator.

Coach/Department Chairman Signature: _____

Granted Denied

Reason for Disapproval: _____

Approving Administrator: _____

NOTE: You must sign the request to leave campus log in the main office prior to leaving.