

EDISON PARK ELEMENTARY SCHOOL

REQUEST FOR PERMISSION TO LEAVE SCHOOL BEFORE 3:20 P.M. OR ARRIVE LATE

(This form is to be completed in duplicate. One copy will be returned to you; the other will be filed in your folder in the office.)

Submit to Mrs. Blue

Date you want to leave early: _____
(One date per application)

Date you want to arrive late: _____
(One date per application)

Time: _____

Reason for Request: _____

Date of Application: _____

Print Name of Staff Member: _____

Signature of Staff Member: _____

Approved by: _____

Date: _____