



**Norwalk Public Schools**  
**Personal Day Notice/Approval**

48 hours notice is required except in the case of emergency. Submit this form to your immediate supervisor.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
School or Location

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
Day & Date of absence for  
personal business

#Personal days accumulated\_\_\_\_\_

#Personal days taken during current school year\_\_\_\_\_

(To be completed by employee)

My request is for important personal or family business that can be transacted only during the school day.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date employee submitted

\_\_\_\_\_  
Immediate supervisor's signature  
(indicates notice or, as required, approval)\*

\_\_\_\_\_  
Date signed