



Norwalk Public Schools
Personal Day Notice/Approval

24 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