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         Date signed
(Indicates notice or, as required, approval)*

9/7/04 (*Please refer to contract language to check conditions.)

Teachers must call SubFinder once approved.