

USD 284 Negotiated Agreement, Article IV, Section 4 *"Building principals, at their discretion, may grant an early-out to teachers for specified reasons and with prior administrative permission on the request. The early-out may begin no sooner than 2:30 p.m. with no loss of leave and no pay deduction. (1988) (Revised 2008)"*.

Requesting Teacher: _____ **Date of Request:** ____ / ____ / ____

Attendance Center: ___ CCES ___ CCMS ___ CCHS

Requested Date of Early Leave: ____ / ____ / ____ **beginning at 2:30 pm**

Class(s) To Be Covered: _____

Reason for Early Leave: _____

Certified Teacher Providing Non-Compensated Coverage: _____

Requesting Teacher Signature: _____ **Date:** ____ / ____ / ____

Covering Teacher Signature: _____ **Date:** ____ / ____ / ____

Principal Approval Signature: _____ **Date:** ____ / ____ / ____

DISTRICT OFFICE VERIFICATION

PROCESSED BY: _____ **DATE:** ____ / ____ / ____