

## PERSONAL DAY REQUEST

<b>SUBMITTED BY:</b>		
<b>DATE SUBMITTED:</b>		
<b>DATE REQUESTED:</b>		
<b>PAID/UNPAID</b>		
<b>REASON FOR LEAVE:</b>		
<i>To filled in by administration</i>		
APPROVED BY:		DATE:
DENIED BY:		DATE:
REASON FOR DENIAL:		

Procedure: Fill in form. You can then either:

1. Print it and turn it in to the office or
2. Click on the **submit** button. If you use the Entourage or Mail applications, the form can be directly emailed to the office. Otherwise, save the document and email it to [bursar@ambrit-rome.com](mailto:bursar@ambrit-rome.com) as an attachment.

Once it is approved or denied, you will get a copy in your mailbox. A copy will also go to your principal for reference.