



PORT JEFFERSON SCHOOL DISTRICT

*Scraggy Hill Road
Port Jefferson, NY 11777*

Date: _____

TO:

RE: REQUEST TO BE EXCUSED FROM DUTIES FOR PERSONAL BUSINESS

I hereby request to be excused from my duties on _____. I subscribe to the principle that there are legitimate reasons for excused absence for personal business, such as legal business, court appearances, educational conferences, medical examinations, funerals, family illness, etc., but the use of a personal business day for shopping, pleasure, etc. is not to be construed as a legitimate reason.

Signed: _____

Print Name

APPROVED: _____

Building Administrator

Superintendent of Schools