

DCR# _____

Red Van Red Car White Car Personal Car

West Jefferson School District #253

CAR REQUEST

(Please Submit 5 days prior)

WITHIN DISTRICT PROF. DEVELOPMENT ACTIVITIES OTHER _____

1. Requesting School: _____ Date Submitted: _____
Department/Group: _____

2. Employee(s): _____
Number of persons Traveling: Students: _____ Adults: _____ Total: _____

3. Destination/Event: _____
Purpose/Objective: _____

4. Date Leave is Requested for: _____
Estimated Leave Time: _____ Estimated Return Time: _____
Estimated Total Miles of Travel: _____ Estimated Total Hour(s) Gone from District: _____

5. Entered Leave Request in TimeClocks Yes No

Signature: _____
(Signature of Person Requesting)

Approved _____
(Signature of Principal)

DISTRICT OFFICE USE:

Date Received By District _____

Not Approved Approved _____
(Signature of Superintendent)