

Escandon Elementary - La Joya ISD

Early Request Form

[This form can only be used twice for the current school year.]

Name: _____

Date: _____

I am requesting to leave campus at _____ on _____
(Time) (Date)

for the following reason: _____

- Leave at 2:30pm
- 1 hour request anytime throughout the day

I have made the following arrangements with my classroom:

- Have dispersed my class among the grade level.
(This is an option that can only be used on two occasions.)
- The following staff member has agreed to take over my class:
_____ (** Prior approval of Mrs. M. Sepulveda is
required. This is an option that can only be used on one occasion.)

Staff Signature

Date

* Request must be submitted 1 day in advance or you will have to call in half a day.
Verify approval before leaving campus.

**NOTE: Requests may be denied if there is insufficient staff to monitor students.*
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For Office Use

Date received: _____
Time received: _____

Received by: _____

- Approved
- Not-Approved

Principal's Signature

Date