



Application for Release Time - PVHS

Date of application _____

Staff member(s) involved: _____

Department/Subject area: _____

Reason for request: _____

List date(s) sub will be needed	Place an "X" in the box under periods you will be absent						
	Per. 0	Per. 1	Per. 2	Per. 3	Per. 4	Per. 5	Per. 6

_____ Site Title II (Use release code 4035-020 when requesting sub)

_____ District Title II (Attach email with account code &/or D.O. personnel's approval)

_____ Other
(specify): _____

Administrator Approval (signature): _____

Directions - Complete the application PRIOR to taking a release day:

1. Make a copy of this form, add your name and date to the title, and fill out all information.
2. Share the document with Deanna Holen, giving her edit privileges and notification.
3. Request your sub once the application has been approved.