

**SOUTH NEWTON SCHOOL CORPORATION**  
**REQUEST TO BE CREDITED FOR E-LEARNING DAY**  
(Please submit to the Building Principal)

A. Date(s) of Requested Leave: \_\_\_\_\_

B. Type of Leave Requested (Check Appropriate Line):

\_\_\_\_\_ Personal Business      \_\_\_\_\_ Professional (See Item E)      \_\_\_\_\_ Court (Subpoenaed)  
\_\_\_\_\_ Unpaid      \_\_\_\_\_ Pregnancy      \_\_\_\_\_ Medical  
\_\_\_\_\_ Death In Family (Relationship to Deceased) \_\_\_\_\_ Pallbearer: Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_ Vacation

PLEASE NOTE: Illness, personal or family, is to be verified at the building level through the principal.

C. I met my E-Learning requirement by being available via e-mail from 9:00 to 2:00 on this day, and thus should not be charged the day I previously requested.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

D. Principals Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

E. Superintendent's Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Approved      Superintendent's Signature \_\_\_\_\_

\_\_\_\_\_ Not Approved      Date: \_\_\_\_\_

F. School Board Action (if required): Date: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_

WHITE: Employee    YELLOW: Central Office File    PINK: Principal