

**GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
VACATION APPLICATION**

Name _____ School _____

Dates Requested: from _____ through _____

Number of workdays to be away _____ Substitute required? Yes No

Signature Principal/Supervisor

Official vacation day's accumulation _____

Treasurer

Request is: Granted _____ Denied _____

Date Superintendent

Comments: _____

- 1 copy – Applicant
- 1 copy – Principal/Supervisor
- 1 copy – Treasurer
- 1 copy – Personnel File

**GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
VACATION APPLICATION**

Name _____ School _____

Dates Requested: from _____ through _____

Number of workdays to be away _____ Substitute required? Yes No

Signature Principal/Supervisor

Official vacation day's accumulation _____

Treasurer

Request is: Granted _____ Denied _____

Date Superintendent

Comments: _____

- 1 copy – Applicant
- 1 copy – Principal/Supervisor
- 1 copy – Treasurer
- 1 copy – Personnel File