HOPE for Hyndman
Charter School

2013-14 Time Request Form

Name:

Date Requested (mm/dd/yy)	Type of Request	For Partial Day Requests: Start Time to End Time	Reason for Request	Substitute (Select one)
	Choose Type			Choose One
	Choose Type			Choose One
	Choose Type			Choose One
	Choose Type			Choose One
	Choose Type			Choose One
	Choose Type			Choose One
	Choose Type			Choose One

Please enter special instructions, considerations, or other pertinent information as needed by clicking in this box and typing over this message.

NOTE: Submitting this form electronically using your email address is your signature.
You may request PTO in increments of an hour. Specify the time needed.
Half days for faculty are from 7:30 am to 11:30 am or from 11:30 am to 3:30 pm.
Please save the form before hitting the SUBMIT button to keep a copy for your records.

Submit Form