

Weather Day Hours Submittal

Name _____

Building _____

I worked in my building on the inclement day for my contracted number of hours.

I would like to use a Personal Day under the terms of the contract.

I worked in my building part of the inclement day, and made up the rest of the time in my building during the following times:

I made up the time in my building during the following times outside of the contracted school day.

Administrator's Signature _____