



Bellaire High School Off Campus Duty Request Form

- Off-Campus Duty Time must be approved at least three days in advance.
- Upon reporting back to work, you have three working days to provide documentation of completion to Terri Saldana or the absence will be coded as personal leave.

Print or Type Name _____

Department _____

Date of "Off Campus Duty" _____

Time of "Off Campus Duty" _____

Purpose of "Off Campus Duty" _____

*Documentation must be provided and attached to this form.

Is an Associate Teacher Required? Yes No

Which periods must be covered if you do not need an associate teacher all day?

1st 2nd 3rd 4th 5th 6th 7th 8th

Will you be attending Professional Development? Yes No

If you checked yes, this form needs to be submitted with a completed "Request for Professional Development form."

Employee's signature _____

Approved by: _____

Debbie Campbell, Dean of Instruction