

School Teacher Vacation Request Form

This **vacation request form** sample is designed specifically for school teachers to streamline the process of applying for leave. It includes essential fields for dates, reason, and approval signatures to ensure clarity and efficiency. Using this form helps maintain organized records and facilitates smooth communication between teachers and administration.

Teacher Name:

Department / Grade:

Email Address:

Vacation Dates:

From:

To:

Reason for Vacation:

Arrangements for Class Coverage:

Additional Information (if any):

Teacher's Signature:

Date:

Administrator Approval:

Date:

Submit Request