

# 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.

<b>Teacher Name:</b>	<input type="text"/>
<b>Department / Grade:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>
<b>Vacation Dates:</b>	<input type="text"/>
From:	<input type="text"/>
To:	<input type="text"/>
<b>Reason for Vacation:</b>	<input type="text"/>
<b>Arrangements for Class Coverage:</b>	<input type="text"/>
<b>Additional Information (if any):</b>	<input type="text"/>
<b>Teacher's Signature:</b>	<b>Administrator Approval:</b>
<input type="text"/>	<input type="text"/>
<b>Date:</b>	<b>Date:</b>
<input type="text"/>	<input type="text"/>
<b>Submit Request</b>	