



The High School for Health Professions & Human Services

ROBERT A. GENTILE, PRINCIPAL

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EARLY DEPARTURE OR LATE ARRIVAL

*****Whenever possible, requests must be made at least 2 days prior*****

Date: _____ Name: _____

I am requesting permission to: Report Late because of Personal Business
 Leave Early Medical Illness
 Other: _____

_____ at _____
Day of the Week Date Time of Day

Dates of previous departures or late arrivals: _____

I will need the following periods covered:

Period	Class	Room

I understand that if I am coming in late, I must retrieve my time card from room 208 and punch in. If I am departing early, I must sign out in room 208. I am also aware that as per Chancellor's Regulation C-601, all time will be entered into EIS for early departures or late arrivals accordingly.

Reason for Request:

Approval: _____
AP Supervision Principal

Completed forms should be dropped off in room 208