

MIDWOOD HIGH SCHOOL AT BROOKLYN COLLEGE
MICHAEL MCDONNELL, PRINCIPAL

PERSONAL BUSINESS DAY – APPLICATION FORM

Information about Personal Business Days (from the UFT):

You can use three of your 10 days for personal business, provided that you give reasonable notice to your principal. Personal business is officially defined as something that cannot be done at any time other than a school day, during school hours. All three personal business days may be used to care for family members who are ill.

Staff Member Name: _____

Date of Submission: _____

Date(s) of Requested Personal Business Day(s): _____

Reason: _____
(Attach any supporting documentation you see fit)

Staff Member Signature: _____

Please bring this completed form to Mr. Stack, Assistant Principal of Organization, in room 139 for approval.

Approved: YES NO

Alan Stack, A.P.O.