**Office of the Superintendent of Catholic Schools**

**Diocese of Shreveport**

3500 Fairfield Avenue  Shreveport, LA 71104  318-868-4441  800-868-5057

# Spring Form

**School Name**:

**Administrator**:

# SUMMER INFORMATION REPORT

Schools are expected to be open during the following times for efficient and effective communication with the Superintendent Office and the Business Offices.

**Summer Hours:** Monday – Thursday 8:00 a.m. – 12:00 p.m. If your office is open beyond these times, please indicate:

|  |  |
| --- | --- |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |

# VACATION REQUEST

**Dates requested for vacation:**

When an administrator is on vacation, please list a contact who may be reached for business purposes.

# NAME:

**PHONE:**

**Administrator Signature Date**

**Pastor Signature (Elementary only) Superintendent Signature**

revised 3/29/2022