

Diocese of Shreveport Catholic Schools Office



Spring Forms

School Name: \_\_\_\_\_

### SUMMER INFORMATION REPORT

Administrator: \_\_\_\_\_

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

**Summer Hours:** Monday – Thursday 9:00 a.m. – 1:00 p.m.

If your office is open beyond these times, please indicate:

\_\_\_\_\_  
\_\_\_\_\_

### 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: \_\_\_\_\_

General policy states that an administrator may take 15 days for vacation. Only during an emergency shall the Superintendent contact the administrator while on vacation.

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor Signature (elementary only)

\_\_\_\_\_  
Superintendent Signature