



**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**