



West Bolivar Consolidated School District

Will Smith, Ph.D, Superintendent

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REQUEST TO WORK FROM HOME

I, _____, am requesting permission to work from home and continue fulfilling my duties as a _____ in the West Bolivar Consolidated School District. I understand that it is my responsibility to maintain documentation of the days and time that I am working. I also understand that the superintendent makes the final determination of whether a day off campus is considered a day of work. I am making this request due to the following reason:

_____ I have been diagnosed with COVID

_____ Other (Please Specify)

Employee Signature

Date

_____ Approved _____ Denied

Principal Signature

Date

_____ Approved _____ Denied

Superintendent's Signature

Date

"Fulfilling the PROMISE of every child!"