

REVERE PUBLIC SCHOOLS

PERSONAL DAY (PLV) REQUEST

- **Procedure:**
 1. Your principal can tell you if the day you requested is “closed.” Please do not call the superintendent’s office to inquire about availability or approval.
 2. Your principal recommends the personal day.
 3. You *send or bring* the form to ***Eleanor Collar***.
 4. If final approval is granted by the Superintendent, the original will be returned to the principal.
- **Limit:** 25 teachers per day, system-wide
- **Restriction:** Personal days cannot be used on a day that a Principal’s/Director’s meeting is scheduled unless approved by the Superintendent or Assistant Superintendent.

Name _____

Position _____

School _____

Today’s Date _____

Date requested for PLV _____

Is this your first PLV Day? YES { } NO { }

If “NO,” enter date of first PLV Day: _____

Principal’s Signature

RECOMMENDED

NOT RECOMMENDED

-----NO NOT WRITE BELOW THIS LINE-----

APPROVED

DENIED

Date

Dianne Kelly, Ed.D.
Superintendent of Schools