



## School Activity Leave Request

Name (Please Print): \_\_\_\_\_ ID # \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Building: \_\_\_\_\_ Building Number: \_\_\_\_\_

**Note: Once School Activity Leave is approved, a copy will be returned to the professional employee. The professional employee must enter the absence into Subfinder by phone 208-854-4001 or the website <http://matrix.boiseschools.org/webconnect>**

Identify the activity below: *Subfinder reason code in parenthesis below.*

- Music Activity (9)                       Athletic Event/Tournament (11)  
 Debate/Speech Competition (10)     Other School Activity (includes Field Trips) (12)

Name of Activity: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_ Location of Activity: \_\_\_\_\_

Substitute Required: No  Yes  \_\_\_\_\_ Total number of days Sub required

School Activity:      Approved     Denied

\_\_\_\_\_  
Building Principal/Supervisor

\_\_\_\_\_  
Date

### OFFICE USE

Subfinder Job Number \_\_\_\_\_ Substitute Name: \_\_\_\_\_

Notes: \_\_\_\_\_