

**VIRGINIA COMMUNITY UNIT SCHOOL DISTRICT #64
651 MORGAN STREET
VIRGINIA, IL 62691**

EMPLOYEE: _____

DATE: _____

School hours are 7:30 until 3:30 on all regular days. If you are arriving to school late or leaving school early, please fill out this form, sign and turn in to the office by 1:00 on the applicable day. Special circumstances, of course, will be recognized.

Date that I am arriving late, or leaving early: _____

Time that I am arriving or leaving: _____

Signature: _____

Administrator: _____