

**Ironton City Schools**  
**Request To Use Comp Time**

Name: \_\_\_\_\_ School Assigned: \_\_\_\_\_

**MUST BE SUBMITTED TO THE PRINCIPAL/SUPERVISOR TWO (2) WORKDAYS IN  
ADVANCE.**

**COMP TIME MAY NOT BE USED TO EXTEND A HOLIDAY.**

I have accumulated sufficient comp time and hereby request permission to use the following:

\_\_\_\_\_ One (1) Day \_\_\_\_\_ Two (2) Days

Date of requested leave: \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Superintendent's Signature