



**Excursion Occasional Teacher Day Requirements**

**School:** \_\_\_\_\_

**Excursion Name/Location:** \_\_\_\_\_

**Number of Occasional Teacher Days Required:** \_\_\_\_\_

**Dates Required:** \_\_\_\_\_

**Staff Organizer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EXCURSION OCCASIONAL TEACHER DAYS APPROVED BY:**

**Superintendent Signature:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_

**Director Signature:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_  
(for Extended Excursions)