



Superintendent, Cole Pugh, Ed.D.

# TROUP COUNTY BOARD OF EDUCATION

100 North Davis Road, Building C

LaGrange, Georgia 30241

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[www.troup.k12.ga.us](http://www.troup.k12.ga.us)

Sheila Rowe, Chair  
Dianne Matthews, Vice Chair  
Ted Alford  
Debbie Burdette  
John Darden  
Alfred McNair  
Allen Simpson

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## REQUEST FOR ANNUAL LEAVE

**TO:** Superintendent

**FROM:** \_\_\_\_\_

**School/Department:** \_\_\_\_\_

**I request annual leave for:** \_\_\_\_\_

\_\_\_\_\_

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**SIGNATURE**

**DATE**

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**APPROVED BY:** \_\_\_\_\_

**Principal/Supervisor**

**Date**

**APPROVED BY:** \_\_\_\_\_

**Superintendent**

**Date**

NOTE: Submit this form for prior approval to Principal or Supervisor. Final approval will be by the Superintendent.