

**COLLINSVILLE COMMUNITY UNIT DISTRICT #10**

201 WEST CLAY STREET • COLLINSVILLE, IL • 62234  
WWW.KAHOKS.ORG • PHONE: 618.346.6350 • FAX: 618.343.0701



**DOCK DAY REQUEST**

TODAY'S DATE \_\_\_\_\_

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_

DATE(S) REQUESTED TO BE DOCKED \_\_\_\_\_

REASON \_\_\_\_\_  
\_\_\_\_\_

SUBSTITUTE NEEDED      YES                      NO

Out of Sick Days              YES                      NO

Out of Personal Days              YES                      NO

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

APPROVED       NOT APPROVED

\_\_\_\_\_  
SUPERINTENDENT'S SIGNATURE

DATE: