



**Early Release Wednesday-Paraeducator
Exception Request – Less than 2 hour deduction**

Date:

Employee Name:

Employee Location:

Employee Position:

School dismissal time on Early Release Days:

Employee Schedule on **Monday, Tuesday, Thursday and Friday:**

Start time:

Lunch:

End time:

Employee Schedule on **Early Release Days:**

Start time:

Lunch:

End time:

Change effective date:

Reason for exception request:

Requesting Administrator

Date

Approval

Date

Please email request to: Tracy Tesarik ttesarik@mvsd320.org