

CURRENT SCHOOL/SITE INFORMATION FORM FOR COACHING EXCEPTION
(To be submitted by employee to principal or site supervisor where employed full-time)
School year: _____

Name of employee _____

Date Information Form Received by Principal _____

Dear Principal/Site Supervisor:

The employee named above has expressed interest in coaching _____ (*sport*)
at _____ (*school*) within the district during this school year.
Please complete this form and return to the employee. This form will be reviewed and submitted to
HRS as part of a packet required for coaching consideration of current classified district
employees. After review and processing by HRS, the packet will be submitted to the board of school
commissioners for review and action based on administrative recommendation.

Current work information

Current position _____

Grade or subject _____

Teacher (if applicable) _____

Reporting to work time _____ Leaving work time _____

Duty schedule or extracurricular activities _____

Earliest possible time employee could leave job assignments and/or duties _____

Please explain coverage arrangements and impact if employee is approved and has to leave current site
early to report to coaching assignment. _____

Principal or site supervisor recommendation

Please check the appropriate recommendation:

_____ Approved - I have reviewed the coaching schedule, the coaching application from the employee
and the coaching information form from the school. Coverage can/will be arranged to allow the employee
to leave current work site by _____ (time) if necessary. Misuse or violations of guidelines
will result in revocation of approval.

_____ Not approved - I have reviewed the coaching schedule, the coaching application from the employee
and the coaching information form from the school. I cannot accommodate the request to leave the
school/site in time to assume coaching duties as indicated on the information reviewed.

Signature of principal or site supervisor

Date