

Time Off Request Form Instructions

- Go to CCSD Website
- Under departments, select Health and Nursing Services
- Select Office Staff Tab
- Under Health Aides, click on the Time Off Request
- Complete your form
- Upper right-hand corner, select the download button, then select the document with your changes option
- Save the document in your health aide school folder
- Share the PDF from your health aide school folder with Heidi Bowler and Karen Peterson