



**Office of the Superintendent of Catholic Schools
Diocese of Shreveport**

3500 Fairfield Avenue • Shreveport, LA 71104 • 318-868-4441 • 800-868-5057

Spring Form

School Name: _____

Administrator: _____

SUMMER INFORMATION REPORT

Schools are expected to be open during the following times for efficient and effective communication with the Superintendent Office and the Business Offices.

Summer Hours: Monday – Thursday 8:00 a.m. – 12:00 p.m.

If your office is open beyond these times, please indicate:

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

VACATION REQUEST

Dates requested for vacation:

When an administrator is on vacation, please list a contact who may be reached for business purposes.

NAME: _____

PHONE: _____

Administrator Signature

Date

Pastor Signature (Elementary only)

Superintendent Signature