



Norma Cavazos, Superintendent

Jason Binion, Business Manager/AD

SY 2018-2019

Exchange Time Request Form

To: Ms. Norma Cavazos, Superintendent

From: _____

Date: _____

Re: _____

.....
Date(s) requested for Exchange Time: _____

Exchange time requested is Approved Not Approved

Principal's Signature (if applicable): _____

Superintendent's Signature: _____

Exchange time must be taken within the pay period, cannot be banked.

CC: JMPS Business Office

Antonette Serrano
President

Emily Vigil
Vice-President

Robert Vigil
Board Secretary

Pearl Trujillo
Board Member

Veronica Trujillo
Board Member