

5. Check your email for a message from BlueInk to complete the form.

6. BlueInk will launch in a new window with what appears to be a blank form. Click the Continue button to complete the form as shown below.

Please review these documents

Moline-Coal Valley CUSD 40

Show Message from Sender ▾

I agree to BlueInk's Terms of Use and Privacy Policy and consent to sign electronically with the BlueInk service.

Request for Emergency Leave from the District (Electronic Signature)
Administrative Assistants

Name _____ Date _____ Employee ID # _____

Position: Administrative Assistant

6. BlueInk will not allow you to complete the form without finishing each required field. The **Next** button at the bottom of the screen can be used to navigate to each field (or push Tab on your keyboard).

With Loss of Pay
Requires approval from Principal/Immediate Supervisor, then from the Assistant Superintendent for Administration and Human Resources at Allendale.
Reason:

Vacation (12-Month Employees Only)
Requires approval from Principal/Immediate Supervisor, then from the Assistant Superintendent for Administration and Human Resources at Allendale.

My absence requires a substitute for school day(s).

Signature of Person Requesting Leave

7. Once the form is completed, click **Finish** in the lower right corner.

8. The form will then be routed to the person indicated in step 1 via email and follow the same process.

9. All parties will receive the completed form upon completion.