

To help offset costs incurred by schools for hiring a substitute teacher due to a requested PLACE mentor or support person absence, PLACE Corps will provide up to \$75 per day. Kindly complete and return the request within one month of the absence to receive the funds.

PLACEr Date of Absence: _____ Reason for Absence: _____

PLACE Alumnus/Support Person Names:

1. _____
2. _____

Check should be made payable to: _____

Check should be addressed/mailed to:

Principal: _____ School: _____

Signature: _____ Date: _____

Name of School Contact for Request: _____ Phone: _____

Submit request attention to Collin O'Brien via:

E-mail: place@lmu.edu

Fax: 310.338.4422

Mail:

PLACE Corps Office, School of Education
Loyola Marymount University
1 LMU Drive, STE 1340
Los Angeles, CA 90045