



REDWOOD SERVICE CENTER COUNCIL CTA/NEA

2490 Guerneville Rd. | Santa Rosa CA 95403 ▪ PH: (707) 544-1075 | FX: (707) 544-9238

RELEASE LETTER REQUEST FORM

Please fill this form out to request release time. Once the form is filled out, please email the form to Ola King Claye at omkcteach@aol.com and Tina McKenzie at tmckenzie@cta.org. *Note, that forms will be sent back to the member if not all fields are completed.*

Member Information

Name:	Date of Request:
Personal Email:	Cell Phone:
Local Chapter:	
Reason for Release:	Date of Release:

District Contact for Release Letter

Name:
Title:
School Name:
Address:
City, State and Zip:
Email Address:

Notes

Approval by Chair _____

Release Letter Sent _____

*Member will receive a copy of the release letter.