

Requesting Personal / Advance Leave

Personal/Advance leave MUST be requested at least 48 hours in advance of the absence. Use the process below only for personal/advance leave requests.

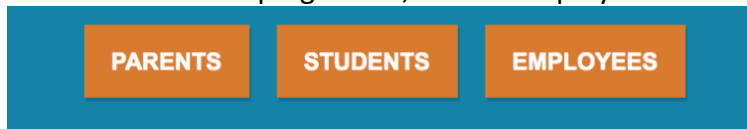
You will still need to follow attendance reporting procedures once the absence is approved:

- Inform your assigned administrator of the absence

1. Go to the Atlanta Public Schools' Website

<https://www.atlantapublicschools.us>

2. On the top right side, choose Employees



3. Scroll down and choose myAPS



[myAPS](#)

APS employees can access MyPLC, Infinite Campus, APS Webmail and other APS applications and information.

When logging in from home, please use APSMASTER\ in front of your username (ex: APSMASTER\anitam). Your password is the same as your email.

A new window will open.

4. Scroll down and click Form Center



A new window will open.



5. Choose the first square, Leave Request

6. Click the link that says Click here to fill out a new leave request.

Your name and Lawson number should automatically populate, as well as Ms. Powell's name as manager.

7. **Please delete Ms. Powell's name out** and type in **floor AP** then click tab.
8. In Admin Assistant, type in **Kizma Hampton** then click tab.
9. Enter the date your leave starts and then the date you will return to work. For example, if you are requesting off from Friday, September 21 through Monday, September 24, you will enter the second date as 9/25, since that is the day you will return.
10. On the drop down, please choose personal leave for the type of absence. If the day is a defined critical day, enter an additional comment about the requested absence, otherwise, there is no need to enter a comment.
11. Click Submit.

You will get an email that the request has been submitted and another when it has been approved or denied.