

To obtain the A6: Request for Sabbatical Leave form:

1. Go to Gallaudet.edu/EchoSign
2. Sign in by clicking the Google+icon
3. Select your Gallaudet.edu email address
4. Click the drop down box located under send from Library
5. Click Academic Affairs: A6 Request Sabbatical Final 2018
6. Click the Start Button
7. Type in the names/email addresses in the order of whom the document should be sent.
 - a. For example, if you are the preparer (filling out the form) type your email first. You will complete Section I and Section II.
 - b. The second email address to enter is the Department Chair, they will complete Section III
 - c. The third email address is the Faculty Welfare Committee Member, they will complete Section IV
 - d. The last email address to enter is the Department Dean, they will complete section V
8. Please note: It is extremely important that the emails are entered in the correct order, as this will determine the order in which each individual will receive the document
9. Click Send
10. When all have signed the form, each individual will receive a copy of said document.

We appreciate your support.