

Application for Student Leave

*Submit to Secondary Principal Assistant at least 5 days prior to planned absence.
Remember to complete the reverse side of this page.*

Date: _____

I hereby apply for student leave for my

son/daughter _____ in grade _____

for the date(s) _____ times: from _____ to _____

for the following reason(s):

Total absences so far: _____

I understand that, should this application be granted, my son/daughter is still responsible for all subject matters and assessments missed. The school cannot be held responsible for the time lost or the consequences resulting there from.

I understand that it is the responsibility of my son/daughter to inform his/her subject teachers and request work/assignments if applicable. Any missed assignment deadlines must be submitted before 09:00 on the approved return date.

Parent signature: _____

For DIS use only

This leave is:

approved not approved

Comments:

Signature – Principal: _____ **Date:** _____

Teacher / Advisor Signatures and Comments

- ✓ Collect signatures from all subject teachers involved and your advisor.
- ✓ Submit form with all signatures to Secondary Principal Assistant.

Subject Teacher Signatures and Comments:

| Subject | Teacher | Comments and/or Recommendations |
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Advisory Teacher Signature and Comments:

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