



Submit to reception 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 am on the approved return date.

Parent signature:

For DIS use only

This leave is:

 \Box acknowledged

Comments:

Teacher / Advisor Signatures and Comments



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

Subject Teacher Signatures and Comments:

Subject	Teacher	Comments and/or Recommendations

Advisory Teacher Signature and Comments: