

Application for Student Leave



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: _____

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For DIS use only

This leave is:

acknowledged

Comments:

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

