



EXTENDED LEAVE OF ABSENCE REQUEST

Parents are required to use this form to request an absence from school of 3 or more days to participate in a holiday or other activities . This form should be submitted at least one month prior to the requested departure from school, except in extenuating circumstances.

Please note –

- * It is the responsibility of parents to ensure they have informed their child’s class teacher of the absence.
- * We recommend the following educational opportunities for your child/ren. Daily reading, writing journal with photos, research project on the holiday destination, drawings, real life educational experiences such as reading maps, history, languages, science according to your destination.
- *PLEASE NOTE: TEACHERS ARE NOT REQUIRED TO PROVIDE SCHOOL WORK FOR THEM DURING THEIR ABSENCE.

STUDENT NAME/SURNAME	CLASS

LAST DATE AT SCHOOL	RETURN TO SCHOOL

TOTAL NUMBER OF DAYS ABSENT: _____

PARENT NAME: _____ DATE: _____

PARENT SIGNATURE: _____

ACKNOWLEDGEMENT OF LEAVE OF ABSENCE REQUEST
PRINCIPAL SIGNATURE: _____
DATE: _____

