



STUDENT TEMPORARY LEAVE FORM

Date: ___/___/___

Parent/Guardian Details

Surname:

First name:

Important Note: The leave should be approved before making any travel arrangements. The school fee should be paid in advance for leave period. If the student returns to the college after leave period has expired, then he/she could be de-registered.

Details of students who are leaving

Student ID	Student Name	Year Level

Leave request beginning Date: Date:

Recommencing school: Date:

- Reason for student(s) leave:

.....

- Have you collected the student resources for the leave period? Yes No

Note: We expect the parent to communicate with the student’s teachers on a regular basis throughout the leave period.

Contact details while away:

Phone No:

Email:

Parent/Guardian Signature:

<u>For office use only</u>
Family code:
Approved: Yes / No
Teachers informed: Yes / No
Fees amount in advance:
Principal’s Signature: