

REQUEST FOR LEAVE

(Please Print)

Name and address of the applicant(s)

Date of the request:

.....
.....

I. REQUEST FOR LEAVE

Name and address of student: born:.....

Class:

Duration of absence in months:time:..... until

reasons:
.....
.....

.....
date Signature of parents

Copy of school certificate enclosed:YesNo

II. RECOMMENDATION OF CLASS TEACHER

Name of class teacher:

Request for leave () may be approved
() may be approved but with doubts
() may not be approved

reasons:
.....
.....

.....
date signature of class teacher

III. PRINCIPAL'S DECISION

The Principal () approves the recommendation.
() does not approve the recommendation.

reasons:
.....
.....

A counselling interview was held with the parents. A note of the interview is placed in the student's file together with the application.

.....
date signature of principal

IV. DECISION OF THE SCHOOL INSPECTORATE

() application is granted
() application is rejected(for reasons see for accompanying letter to parents)

.....
Date signature of supervision of schools

Copy of consent/rejection submitted to parents. () school office
Datum & Unterschrift