



LEAVE APPLICATION FOR CLASS/SCHOOL

Form must be handed in by 9AM of the day leave is being requested

To whom it may concern,

This is to kindly request you to grant my child/ren

leave from school for

_____ (reason)

for _____ (minutes/hours/days).

Note: This leave applies to the named child/ren only (eg they may not buy lunch for other students/staff)

Comments:

Signed _____ parent/guardian Date _____

Name _____

Office Use Only

Approved by _____ (staff member)

Date _____

Time out: _____

Time returned: _____

Signed: _____

(Staff member)