

Date received by school _____

Date of request _____

Pre-approved Absence

Antrag auf Beurlaubung vom Unterricht

Full school attendance is vital for your child's educational progress and the local authority expects all parents and carers to ensure their children attend school whenever possible.
Parents do not have any right to have leave of absence during the term.

By signing this leave request I understand the following:

1. The school has the discretionary power to authorise the leave; it is not a right.
2. Only the school can approve a Leave of Absence.
3. This school may authorise all or part of the Leave of Absence requested.
4. If leave is approved and my/our child does not return to the school within the time allowed, the school may, remove him/her from the register. This would necessitate me/us applying for our child to be readmitted to a school.
5. If we are delayed in returning we will contact the school to explain why as soon as possible.

By making this request, my child/children or I agree to discuss with the homeroom teacher(s) prior to the absence about how and when to complete all the assignments and/or tests that will be missed during the absence.

I request permission for my child to be absent from school on the following day(s) for the following reason:

Student's Last Name Nachname _____

First Name Vorname _____

Year _____ **Class Teacher** _____

Date of absence (if only one day) _____
otherwise

First day of absence _____ **Last day** _____

Total number of days _____

For the following reason _____

Name of parent/ guardian (please print)

Date

Signature of parent/guardian

For office use only:

The absence(s) on the following date(s) is/are excused not excused

Signature