

LEAVE OF ABSENCE REQUEST FORM

Student's first name:	Student's last name:	Year Level	Class

Parent's first name:	Parent's last name:

Reason for Absence:

Date of Last Day at School:	Date of First Day Return to School:
Total Number of School Days Absent:	

Please note: Teachers are not required to provide school work for students during their absence. At Madeley Primary School we recommend that students keep a daily journal of their activities whilst on holiday and also endeavour to continue to read regularly.

Name of Parent: _____

Signature of Parent: _____

Date: _____

Office Use Only:

Acknowledgement of Receipt of Leave of Absence Request	
Date: _____	
School Officer: _____	Teacher Notified: _____
Future Absence Entered: _____	
Leave of Absence Letter Sent: _____	