



Application form (short) leave

Undersigned, parent/guardian of

in class Child's mentor

Telephone number parent/guardian

is requesting leave on day 20

Reason

The leave is being requested for Whole day Morning Afternoon From to

During the leave, the child is missing: Test or exams No tests

In case the child would miss a test or exam during its (short) leave, it is only possible to grant leave in case the student has made agreements with the teacher in advance about how and when to catch up the missed test/exam.

Signature
parent/guardian

- Rules of (short) leave**
- Whenever possible, the leave must be requested at least three school days in advance.
 - Any supporting documents (for example an appointment card or invitation to a wedding, etc.) need to be added to this form.
 - The student needs to contact the teacher to discuss any backlogs.