

Extended Leave Application Form

Parents wishing to take their child(ren) out of school for any non-school related reason for more than three days must apply in writing to the principal.

This form must be signed and dated by the student's parent or guardian.

Once permission has been granted, your child's absence will show on our attendance records according to the type of leave taken.

Extended Leave Application Form (applies to three or more days)

This form must be received by the school a week prior or more to the request dates.

Student's Name(s): Hapū: Tūi Kererū Kākāpō Kea

Leave Application dates: Year Level: 1 2 3 4 5 6 7 8

Reason for Leave Application:

Parent/Guardian Details:

Name: Email:

Phone No: Signature:

Office Use Only:

Granted: Yes / No

Date acknowledge email sent:

Name:

Signature:

Date: