



## STUDENT ON LONG /OVERSEAS LEAVE

Note: One form per family

### SECTION A: Parents to complete this section

Daytime phone number: .....

Address: .....

Last Day at School: .....

Date Returning: .....

Full Name of student/s	Class (e.g.: Year 4A)	Year level Teacher

Reasons for the long leave: .....  
.....  
.....

I understand and accept;

- That the college advises parents to arrange their long/overseas leave during the college term breaks. The college discourages any leave during school terms as missing school can have a major impact on student's education.
- That parent's must provide at least 2 weeks' notice to the college of the intended leave.
- That all college items will need to be returned to the college prior to the intended leave, e.g.: library books and readers.
- Payment of all outstanding fees will be paid in full prior to the intended leave.

Name of person completing the form: .....

Signature: .....

Date: .....

**SECTION B: Action Taken by the College**

Comments: .....

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Name of Principal or delegate: .....

Signature: ..... Date: .....

**SECTION C: Staff to complete this section**

If leave has not been approved, has the parents/guardians been advised of the decision?

Yes  N/A

Department	Informed (Yes or No)	Date informed	Comments
<b>Year level Teacher</b> Ensure student has received holiday homework if requested.			
<b>Year level Coordinator</b>			
<b>Specialist Coordinator</b>			
<b>Library</b> Ensure all library books/resources have been returned.			
<b>Bursar/Accounts</b> Ensure all outstanding fees have been received.			
	<b>Name</b>	<b>Signature</b>	<b>Comments</b>
<b>Administrative</b> <ul style="list-style-type: none"> <li>Ensure student leave has been entered on the system.</li> <li>Ensure all relevant staff members have been informed.</li> </ul>			