



Office use only
Date received:

Request for Leave of Absence

Based on article 11 of the law governing school attendance of 1969
To be completed by the applicant

This form must be submitted at least eight weeks prior to proposed departure date. If this is not possible because of pressing circumstances, no later than two days after the start of the pressing circumstances. Please fill out a separate form for each child. Please indicate below if there are siblings forms submitted.

I am requesting special leave for my son/daughter:

Name: _____ DOB: ____/____/____ Class: _____
From: ____/____/____ Until: ____/____/____ Number of days absent: ____

Name of sibling 1: _____ Class/Year group: _____
Name of sibling 2: _____ Class/Year group: _____
Name of sibling 3: _____ Class/Year group: _____

Reason: (please tick the applicable box)
 Holiday outside the regularly scheduled school holidays, only as a result of the specific nature of the profession of one of the parents (article 11, subheading f / article 13a)
Attach, if applicable, a statement from the employer.

Pressing circumstances (article 11, subheading g / article 14)
Describe the circumstances and attach supporting written evidence:

Name of parent/guardian: _____ Signature of parent/guardian: _____
Telephone: _____ Email: _____

For leave of absence based on article 11 subheading f or g governing the law on school attendance of 1969

To be completed by the Director of the International Department

School Stamp

Decision: The leave is granted yes
 no
Explanation: _____

Director's signature: _____

[Empty box for School Stamp]

The application for leave has been forwarded to the school attendance officer of the municipality where the child resides on (date) _____ by (name) _____
The school has sent the decision to the applicant on (date): _____