Request leave of absence

!! Please hand in to the class teacher!!

School Year 20 ___ /___

Name of the student: _____

Class: _____ Class teacher: _____

We request our child

- on _____ for the _____ / all school lesson(s)
- for the days from _____ to _____

to be excused from class.

Reason: _____

_____

We will ensure that the missed material is made up for independently and promptly. Any work not completed, such as class tests and exams, will be made u Any assessments not performed, such as class exams and tests, will be made up.

Dubai, _____ _____
Date Signature of the guardian(s)

Internal use:

1. Approval by the class teacher
Up to a maximum of 1 day for approvable reasons as per school policy:

Request will be ☐ approved ☐ not approved

Reason: _____

Dubai, _____ _____
Date Signature of the class teacher

For more than 1 day, before or after breaks, or for reasons that cannot be approved according to school policy, <u>additional</u> approval by the principal is required.

2. Approval by the principal

Request will be ☐ approved ☐ not approved

Reason: _____

Dubai, _____ _____
Date Signature of the principal

Process:
1. Approval by the class teacher → 2. Approval by the principal → 3. Class teacher informs parents → 4. Reception files request in student's file

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