# Place on school letterhead

**INTERNATIONAL STUDENT LEAVE REQUEST**

Student visa conditions require that you attend school every day during the school term.

*You must request approval before taking leave as it may affect your visa.*

If **extra leave for compassionate or compelling circumstances** is required, you must have your Principal’s permission.

# All unapproved short or extended leave is recorded as non-attendance.

Travel during school holidays, other than returning to your home country, is only permitted if you are travelling with your carer, relatives or on an approved school excursion.

# Written permission from your parents is required for all leave requests.

ATE: S0 ....................................................................... Date ...............................................................................

Name .................................................................................................................................................................

D0B ....................................................................................................................................................................

Address ..............................................................................................................................................................

Departure Date ............................................. Return Date ..............................................................................

Days absent form school ...................................................................................................................................

Reason ...............................................................................................................................................................

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| **ATTACHED** |  | |
| Signed Parent Letter Flight Ticket Translation  Other Documents | ⃝  ⃝  ⃝  ⃝ | ............................................................................  **International Student Coordinator**  *Signature* |

**Principal’s Comments (Recommended / Declined)** ........................................................................................

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Final approval is given after DE International has assessed this leave request. Approved ⃝

Not Approved ⃝