Kingsgrove High School (Request for Consideration)
Application for Leave/Approved Leave

Student Name: ________________________________

Reason for the request: ________________________________

First day of leave: ______________ Date: _____________

Last day of leave: ______________ Date: _____________

☐ Documentation (please specify): ________________________________

Student’s comment (Describe in detail the request for leave and why you will be unable to complete or submit an assessment task on the due date).

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Student’s Signature: ________________________________ Date: _____________

Parent’s/Caregiver’s support comment:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Parent/Caregiver signature: ________________________________ Date: _____________

Date request received: ______________ Approval given by Principal/Assessment Co-ordinator

(tick one): ☐ Yes ☐ No

Head Teacher/Nominee Name: ________________________________ Application noted on (date): ______

☐ Task to be completed/submitted on ______________ (Date)

Comment

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Head Teacher’s signature: ________________________________ Date: _____________

Assessment Co-ordinator: ________________________________ Date Stamp: 

Copy to: ☐ Student emailed ☐ (Original) Student file ☐ Relevant HT/CT/DP/YA emailed
☐ A/C emailed ☐ Recorded in Excel