

Handläggare

Datum

# Uppsala International School

## APPLICATION FOR PUPIL LEAVE OF ABSENCE

Pupil's Name:	Class:
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I hereby request Leave of Absence

From	Until	Number of days:	Previous Leave during the School Year:
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Reason (must be filled in).....

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Date

Guardian's Signature

Approved

Date..... Class Teacher.....

Not Approved

Request granted

Date..... Principal.....

Request denied

### Leave of Absence for private purposes.

According to School Law a pupil may be granted a short Leave for private reasons.

Travel, Holidays, Visits to relatives etc. should if possible, take place during School Holidays.

The Class teacher may grant Leave for two consecutive days with a total of 5 days in the School Year.

If there is a special reason the Principal may grant longer consecutive Leave, at most 10 days in the School Year.

Extra tuition as a compensation for loss of tuition time may only be given to pupils with a valid absence, for example because of illness.

