



## REQUEST FOR LEARNER TO MISS PART OF THE SCHOOL DAY

*This form needs to be submitted as a hard copy*

### PLEASE NOTE:

- Hand this completed form to the **Deputy Principal (Academic Innovation)**, at least **24 hours in advance**.
- It is your daughter's responsibility to make sure that her absence does not result in her missing any assessments.
- Teachers cannot be expected to re-teach any content material missed due to absence.
- **Once the necessary signatures have been obtained**, your daughter must **hand this form in at the front office**. It will be filed to show that permission was granted for her absence.

<b>Surname</b> of learner		<b>First name</b> of learner	
<b>Learner's class / form</b>		<b>Name of form teacher</b>	
<b>Reason/s</b> for the requested absence during part of the school day:			
<b>Date</b> for which partial absence is being requested		<b>Actual time/s</b> that learner will be out of school	<b>From:</b> <b>To:</b>
<b>Timetable week</b> (i.e. 1 or 2)		<b>Timetable day</b> (i.e.1 to 10)	
<b>DETAILS OF LESSONS THAT WILL BE MISSED DUE TO THE PARTIAL ABSENCE</b>			
PERIOD/S	SUBJECT	NAME OF SUBJECT TEACHER	<i>For office use only</i>
Extramural / other activities that will be missed, if applicable:			

***Before submitting this request, please check that no assessment/s will be missed***

NAME OF PARENT/GUARDIAN: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_