



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)**, 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.

Surname of learner		First name of learner	
Learner's class / form		Name of form teacher	
Reason/s for the requested absence during part of the school day:			
Date for which partial absence is being requested		Actual time/s that learner will be out of school	From: To:
Timetable week (i.e. 1 or 2)		Timetable day (i.e.1 to 10)	
DETAILS OF LESSONS THAT WILL BE MISSED DUE TO THE PARTIAL ABSENCE			
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: _____