



APPLICATION FOR STUDENT LEAVE UP TO 10 DAYS

To apply for student leave please complete this form and submit via email to Tina Stevens via office@smithfieldshs.eq.edu.au or hand in to the Student Services window for a Principal or a Deputy Principal to review

Application Date:			
Student Name:			
Year Level:			
Leave Start Date:		Leave End Date:	
Proposed Number of School Days absent:			
Reason for Leave:		Parent signature:	

For Office Use Only

<input type="checkbox"/> Reasonable Code <input type="checkbox"/> For leave of 10 days or less Principal or Deputy Signature: _____ Date: _____ <input type="checkbox"/> Enter into ID Attend <input type="checkbox"/> Student to seek work from teachers	Refer to yellow code form for correct coding. A – Authorised School Activity B- Attendance Not Required C – School Excursion/Camp D – Sorry Business F – Off Campus Activity G – Family Reasons H – Holiday I – Sick and Medical Appointments J - Unauthorised N – Natural Disaster O – Other Reasonable Excuse – Approved S – Sport W – Work experience
<input type="checkbox"/> Not Reasonable Code <input type="checkbox"/> For leave of 10 days or less Principal or Deputy Signature: _____ Date: _____ <input type="checkbox"/> Enter into ID Attend <input type="checkbox"/> Assessment penalty for not submitting work	