



LEAVE OF ABSENCE REQUEST

| CHILD'S NAME | CLASS |
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| PARENT'S NAME |
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| PARENT'S ADDRESS |
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| REASON FOR ABSENTEEISM |
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| LAST DAY AT SCHOOL | FIRST DAY OF RETURN TO SCHOOL |
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| TOTAL NUMBER OF DAYS ABSENT | |
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At Francis Jordan Catholic School we require the student to keep a daily journal of their activities while on holiday. Reading should also be kept up. However, **PLEASE NOTE: TEACHERS ARE NOT REQUIRED TO PROVIDE SCHOOL-WORK FOR THEM DURING THEIR ABSENCE.**

PARENT'S SIGNATURE.....DATE.....

ACKNOWLEDGEMENT OF RECEIPT OF LEAVE OF ABSENCE REQUEST.

DATE:

PRINCIPAL SIGNATURE:

ADMIN OFFICER SIGNATURE: