

Leave request from madrasah for a PLANNED event

Please complete entire form except grey shaded areas

Office Copy

Students Name:	Students Level:
Absent From Date:	Return to Madrasah Date:
Detailed reason for leave:	
Signature:	Date:
Print Name:	Contact No:

Approved:	By:	Date:
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Authorised Absence. Class / Teachers Copy

Students Name:	Students Level:
Absent From Date:	Return to Madrasah Date:
Reason for Leave:	



Student Leave request Reply Slip

Students Name:	Students Level:
Absent From Date:	Return to Madrasah Date:
Approved:	
Sign & Date:	

1. One form per student. Please do not write multiple student names on this form.
2. Request must be handed in minimum 2 weeks before the requested date.
3. This request is for planned absence only. If a student is absent for emergency reasons, please use "UNPLANNED REQUEST" form.
4. If this request is approved, the student will be marked as "Authorized absent"
5. Please hand this form in to the madrasah office