

PYP/MYP Leave of Absence Form

It is strongly discouraged to take children out of school to travel. Families may take children out of school for up to 2 school days due to travel/vacation plans with prior approval from the administration. Leave of absences are approved on a case by case basis, but generally beyond the two grace days, only family emergencies, weddings, and funerals of immediate family members) will be approved by the administration.

Traveling without approval from the administration is at the responsibility of the parents and make up work is at the discretion of the teacher. A student who is absent without approval from the administration may miss a task/homework/or test that can adversely affect their grade (not allow them to show their skills/knowledge enough to reach the high achievement levels for a subject). All absences from school, with the exception of sickness and doctor appointments, must be approved by the administration prior to the planned absence.

Please complete the following form and submit a copy to the class teacher/mentor teacher who will pass it on to the Deputy Head for approval. You will receive this form back approving or denying the requested leave of absence.

Please submit a request for leave at least two weeks prior to the desired date(s) so that approval can be granted and arrangements can be made for missed assignments.

Child's name: _____ Class and mentor: _____

Dates requested: _____ How many days: _____

Reason for request for leave: _____

How many days prior to this absence has the student been away from school this year? _____

Parents' name: _____

Parent's telephone number: _____

Parent's signature: _____

Approved

Denied

Deputy Head's signature: _____

Reason:

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