

Application for special leave (outside of school vacations)

This form needs to be completed by parents/guardians.

Name (parent): _____

Address: _____

Postcode/ city: _____

Phone number: _____

Name (student): _____

Grade: _____

Date(s) requested leave: _____

Reason for applying for leave:

- Serious illness of a family member
- Death of a family member
- Marriage of a family member
- Special anniversary of a family member
- Work related reasons (fill in Employer's Declaration on the next page if this is the case)
- Other..

Please provide detail for chosen reason here:

Note: If you do not agree with the decision, on grounds of the Algemene Wet Bestuursrecht, you can send in an appeal to the principal on the RISS within 6 weeks of signing of this form.

Parent Signature:

Date:



**ROTTERDAM
INTERNATIONAL
SECONDARY
SCHOOL**

Employer's Declaration

_____ declares that his/her employee will be taking their child out of school due to work related reasons.

Reason: _____

Company name: _____

Name: _____

Function: _____

Phone number: _____

Date & place: _____

Signature: _____

Company stamp: _____

Name applicant: _____

Applicant signature: _____

Date: _____

The school principal grants permission for special leave

O YES

O NO

Notes on decision:

Signature LT: _____ *Date:* _____

Signature (principal): _____ *Date:* _____

Added to Magister:

School stamp: