

# Extended Leave Request Form Years 7 - 10



St Clare's College  
*Seek Wisdom*

Parents are required to request approval of leave from the College if the student will be out of the College for more than five (5) days or more.

## Submission of Form

You can type leave details into this form and print for signature or print and complete the form. Students must have approval from the College before submitting the form. The form is to be emailed to [attendance@stcc.act.edu.au](mailto:attendance@stcc.act.edu.au) for approval. If the planned absence exceeds 25 days, please fill in the Catholic Education Application for Extended Leave from School ACT available via this [link](#).

## Student Details

Student Name:

Year Level:  PC Group:

## Leave Details

Type of Leave:

Date From:  To:

*Students are required to communicate with each of their teachers to ensure that any assessment tasks scheduled during the time of leave are completed. Students also have the responsibility to follow up on learning covered in class during their absence.*

Have you taken leave, other than sick leave, in the past? (Please tick)

Yes: ☐ No: ☐

## Explanation of Absence

Parent/Carer Signature:

## Approval - Office Use Only

Leader of Learning  
Academic Wellbeing  
Approval:

Date:

Approved: ☐

Not Approved: ☐