



REQUEST FOR ABSENCE FORM

Name of student (First name - last name)	Grade
Parent/guardian name	
Absence date (from - to):	Number of days:
Reason for absence	

I am requesting that my child be absent from school in the dates given above, and I confirm that during the absence period, the responsibility of my child's education belongs to me.

Date	Parent(s) signature
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Please return the completed form to the Principal

Note:

***The absence form needs to be handed in latest two weeks before the absence period.**

* It is the parent's responsibility to contact each teacher individually prior to his/her absence to ask for work he/she is going to miss. No extra teaching is given by the school because of a child's absence.

*Please complete **one form per child**

PRINCIPALS PERMISSION

Permitted

Not permitted

Principal

§ 3-13 of The Private School Act (Privatskoleloven) states:

“When appropriate, the school can grant the student a leave of absence for up to two weeks. Decisions are made based on “Forvaltningsloven” and are given as Single Rights Decisions (enkeltvedtak) according § 2. Complaints must be forwarded to the Department of Education.”