Prolonged Student Absence form

(holidays and medical conditions extending for more than 3 days)

Student's First Name	
Student's Surname	
Class Name	
Class Teacher	
Start Date of Absence	
End date of Absence	
Explanation of Absence (eg; family holiday, Overseas holiday, medical procedure etc)	

Parent/Guardian First Name	
Parent/Guardian Surname	
Relationship to Child	
Phone/email contact	
Parent/Guardian Signature	

Office Use Only	
Application Received	/ /
Application Recorded & Filed	/ /