

APPLICATION FOR LEAVE OF ABSENCE

Date _____

Name of parent(s) _____

Dear Madam, dear Sir _____

I hereby ask you to exempt my daughter / son

(school attendance regulations § 4 leave of absence)

name of the student _____

in grade _____

from _____ to _____ from lessons.

The application for leave of absence is made for the following reason:

reason(s) for absence

She/he will catch up on what they have missed.

Kind regards,

Date, signature