



EXTENDED LEAVE CHECKLIST



Education

Name of Student _____ Year _____

Step 1: Complete attached Extended Leave Form

Step 2: Attach a copy of Itinerary and/or Flight Details

Step 3: Student to discuss leave with all teachers and complete table below

Step 4: Submit form for Principal consideration/approval

Subject/Teacher	Assessments Y/N	Arrangements

- International Student Y / N
- Music / Dance / Drama Student Y / N
(Please circle)
- Itinerary Y / N

Principal Recommendation/s

Approved by Principal

Emailed – Teachers and Year Advisor,

Emailed – Deputy

Entered on Millennium

Emailed –Parent

Application for extended leave - travel

Note: Part A is to be completed by the student's parent and returned to their child's school principal. Separate applications are to be completed for each school if siblings do not attend the same school.

PLEASE ATTACH A COPY OF YOUR ITINERARY AND/OR FLIGHT DETAILS.

Part A: Student details

Please complete table below with details of all students associated with the period of travel:

Family name	Given name	DOB	Age	Grade	SRN

Student address: Postcode:

School name

Dates of extended leave applied for: From to

Number of school days:

Reason for travel

Relevant travel documentation such as an e ticket or itinerary (in the case of non flight bound travel within Australia only) must be attached to this application.

Details of prior exemptions/extended leave – travel (if applicable)

Date of prior exemption/extended leave: From to

Number of school days:

Copy of Certificate of Exemption/Extended Leave - Travel attached: Yes No

Parent details (applicant)

Family name:

Given name:

Student address:

Postcode:

Phone number:

Relationship to student:

As the parent and applicant, I hereby apply for a Certificate of Extended Leave-Travel and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.

I understand that if the application is accepted:

- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
- The provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave - Travel*
- The period of extended leave will count towards my child's absences from school

I declare the information provided in this application is to the best of my knowledge and belief; accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the *Application for Extended Leave - Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/s:

Date:

Privacy statement

The Department of Education is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used to process your child's *Application for Extended Leave - Travel* during the period indicated.

It will only be used or disclosed for the following purposes.

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

Part B: To be completed by the principal

I accept this *Application for Extended Leave - Travel*: Yes No

Please provide more detail here (if required):

Principal's name:

Phone number:

Signature of principal:

Date:

Note: Please complete the Certificate of Extended Leave - Travel if requested leave is to be provided.

Certificate of extended leave – travel

The student/s whose details appear below has been provided a period as indicated, of extended leave from school for the purpose of travel.

Where an application is made by a parent with more than one child a separate copy of this Certificate should be placed in each student's file.

Student details

Please complete table below with details of all students associated with the period of travel:

Family name	Given name	DOB	Age	Grade	SRN

Student address:

Postcode:

School name

Dates of extended leave applied for: From to

Reason for providing the period of extended leave:

Conditions applicable to providing the period of extended leave:

It has been explained to the parent of the above mentioned student/s that they are responsible for his/her supervision during the provided period of extended leave.

The parent understands that the period of extended leave is limited to the period indicated and acknowledges that the provided period of extended leave is subject to the conditions listed.

Principal's name:

Signature of principal:

Date:

This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.