



Application for leave/exemption request for students

_____	_____
Surname, first name	Birthdate

Adress	

_____	_____
Class teacher	Grade

1. Request by guardians for the student

1.1 I request the leave/exemption of my son/daughter from the lessons
 from _____ until _____ = _____ days of lessons

1.2 Reason (optionally attached as an annex)

1.3 I have taken note that the missed course material needs to be immediately and independently caught up on. The school will not compensate for the missed out work in the subjects.

1.4 Before claiming the exemption, I will inform myself about the approval/rejection.

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City, Date	Signature of guardian

Authorization procedure:

2. Opinion of the class teacher

a) The authorization of the application is approved because: b) is rejected because:

_____	_____
HCMC, _____	_____
Date	Class teacher

3. Opinion of the head of department (kindergarten, primary school, secondary school)

a) The authorization of the application is approved because: b) is rejected because:

_____	_____
HCMC, _____	_____
Date	Head of department

4. Decision of the principal:

The request is approved, The request is rejected,
 because: _____

_____	_____
HCMC, _____	_____
Date	Principal