



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)

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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.

.....
 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