**Leave of Absence Request Form (one full day or more)**

Please read the leave of absence regulations carefully before submitting a leave of absence request for one full day or more to: **absencerequest@internationalschoolhaarlem.nl** When possible the request should be submitted at least 8 weeks in advance.

Please refer to our webpage link which outlines the relevant absence rules and regulations in the Netherlands: <https://www.internationalschoolhaarlem.nl/absenteeism>.

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| **Family Details** |
| Full name of parent/legal guardian making the request |  |
| Telephone number |  |
| E-mail address |  |

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| **Student Details** |
| Full name of child(ren) | Date of birth of child(ren) | Class/group of each child  |
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| **Details of Reason for the Request** |
| First day of requested absence  | DD/MM/YYYY  |
| Last day of requested absence  | DD/MM/YYYY  |
| Total number of school days requested |  |
| Number of supporting documents attached  |  |
| Reason for request |  |

Parent/legal guardian signature: Date of request:

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| Permission granted and required supporting documents attached (with English translations if needed) | Yes/No |
| If the request is not approved the reason for this |  |
| Signature of SBMA/HoS and date  |  |