**APPLICATION FOR EXTENDED LEAVE – TRAVEL**

***PART A*** A

 ***NOTE:*** 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.*

**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.

Date of prior exemption/extended leave: From: / / to: / /

Number of school days:

Copy of Certificate of Exemption/Extended Leave-Travel attached (Please tick ):Yes No 

Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Give name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_

Telephone 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.