

KHS- Application for Extended Leave-Travel

Kirrawee High School

Application for Extended Leave - Travel

- This form 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.

Student Details

Student name *

Student date of birth *

Student name

Student date of birth

Student name

Student date of birth

Student name

Student date of birth

Student address *

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.

Relevant travel documentation in support of this application must be uploaded here

Select file ...

 Browse ...

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

Date of prior exemption/extended leave

From

To

Number of school days

School days missed

☐ Copy of Certificate of Exemption/Extended Leave - Travel attached

Attach file

Select file ...

 Browse ...

Parent details (applicant)

Applicant full name *

Phone number *

Address *

Relationship to student *

Applicant email address *

Students are responsible for ensuring all assessments are completed before the leave begins and/or apply for variations prior to leaving

Comments

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 *

Please sign in the box above using your mouse or finger (on mobile devices) - [Reset](#)

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.

To be completed by the Principal

I accept this Application for Extended Leave

☐

Yes

☐

No

Principals Name (please print):

Phone Number

Signature of Principal

Please sign in the box above using your mouse or finger (on mobile devices) - [Reset](#)

Date