



Under Chapter 7 § 18 of the Education Act, a student is required to be present throughout the school year. A student may be granted a brief leave of absence for personal matters. If there are special reasons, an extended leave is granted. The Principal decides on leave. The principal must not instruct someone else to make decisions for leave of absence longer than ten days. Guardians are responsible for course modules being completed if leave is granted.

Application Date	School	Class
Student's Name (first name and surname – capitals)		Swedish Personnummer
Parent's name (capitals)		Telephone No.
Parent's name (capitals)		Telephone No.
Desired leave of absence (from / to)		No. of school days
Reason for leave of absence (continue on the back if necessary)		
If a holiday, please state destination and contact details		
We the undersigned have understood the above Education Act and acknowledge our responsibility in making up the missed school work. Joint custody requires both guardians' signatures.		
Guardians' signature		Guardians' signature

**Completed by the teacher**

<input type="checkbox"/> Approved/Granted	<input type="checkbox"/> Not approved/Not granted	Previous days off this school year
Comments and possible requirements for leave (study plan)		
Date	Teacher's signature	

**Completed by the Principal**

<input type="checkbox"/> Approved/Granted	<input type="checkbox"/> Not approved/Not granted
Date	Principal's signature