



Leave of Absence Application

Students in compulsory school are required to attend the activities organized to provide the intended education. The school has a significant responsibility to ensure that students achieve the knowledge goals of compulsory education, and teacher-led instruction is the foundation and prerequisite for this.

According to the Compulsory School Ordinance, the school has the right to grant leave for a student for a maximum of 10 days per school year for personal matters.

It is important to emphasize that this is not a right for the student to be granted leave.

When applying for leave, the responsible teacher makes a pedagogical assessment based on the individual student's school situation. This assessment forms the basis for whether the leave is granted or not. This means that the school may deny the requested leave. *If this decision is not respected, a report will be made to the Individual Committee in the student's home municipality for further consideration.*

Applications for leave longer than ten days cannot be approved by the school. Such applications must be submitted to the Compulsory School Administration three months in advance.

Application – to be completed by the guardian

Student's name:	Personal ID number:
Address:	Phone number:
Postal code, city:	Grade:
From (date)..... To (date):.....	
Reason for leave:	
Guardian's signature:	Date:
Guardian's signature:	Date:
If you have another child in a different class at ISGR, please indicate their grade.	Grade:

Leave up to and including ten days – Mentor's statement

The student has previously been granted leave during days this school year.	
☐ Application approved ☐ Application not approved	
Reasoning:	
Date:	Mentor's signature:

Leave up to and including ten days – Principal's decision

☐ Application approved ☐ Application not approved	
Reasoning:	
Date:	Principal's signature:

The form should be submitted to the mentor. A copy will be returned to the guardian once a decision has been made.