# Application for Extended Leave – Vacation/ Travel

**NOTE:** Part A is to be completed by the student’s parent and returned to their child’s school principal.

## PART A: STUDENT DETAILS

Please complete the table below with details of all students associated with the period of travel:

<table>
<thead>
<tr>
<th>FAMILY NAME</th>
<th>GIVEN NAME</th>
<th>DOB</th>
<th>AGE</th>
<th>GRADE</th>
<th>SRN</th>
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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.

## PART A: DETAILS OF PRIOR EXEMPTIONS/ EXTENDED LEAVE – VACATION/ TRAVEL (if applicable)

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

Number of school days: ____________

Copy of Certification of Exemption/Extended Leave – Travel attached (Please tick ☑) Yes ☐ No ☐
Family name: ___________________________  Given Name: ___________________________  

Address: ________________________________________________________________  Postcode: ___________________________

Telephone number: ______________________  Relationship to student: ___________________________

As the parent and applicant, I hereby apply for a Certificate of Extended Leave-Vacation/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-Vacation/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-Vacation/Travel may result in the provided period of extended leave being cancelled.

Signature of parent/s: ____________________________________________  Date: ___ / ___ / _____
PART B: TO BE COMPLETED BY THE PRINCIPAL

I accept this Application for Extended Leave - Vacation/ Travel
(Please tick one box □):
Yes □  No □

Please provide more detail here (if required):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Principal's name (please print): __________________________ Telephone number: __________________________

Signature of principal: __________________________ Date: ___/___/____

Note: Please complete the Certificate of Extended Leave – Vacation/ Travel if requested leave is to be approved.