To Principal Győri Ildikó

REQUEST FOR LONGER ABSENCE

Student: …… Grade: ……

Parent: ……

I am requesting that my child should be dismissed from extracurricular activities before 4 p.m. for the reasons listed below:
I am turning to the principal with the request that the absence of my child as justified on the day/days of:

from: ……. to: …….

Reason:

☐ family trip

☐ other: ……..

The justification of absence can be requested if the absence occurs for a foreseeable reason. The request must be submitted to the school's principal no later than 10 days before the first day of absence. The principal decides on the granting of the permit. When making the decision, the student's academic progress, behavior, the number of absences up to that point and their reasons must be considered. In case of failure to make a prior request, the absence is not justified. It is possible to ask for such permission for a longer absence **once per academic year**.

Date: ……..…… ……

signature

Permission granted / denied

……

principal