



## Application for a leave of absence

*Important: The application must be filed one week prior to your child's absence with the class teacher.*

Hereby I request that my child \_\_\_\_\_, class \_\_\_\_  
child's name

will be dispensed from classes from \_\_\_\_\_ until \_\_\_\_\_  
date of the first absent day date of the last absent day

Reason: \_\_\_\_\_

\_\_\_\_\_

- Proof is enclosed.
- A detailed written explanation is enclosed.
- Proof will be handed in on \_\_\_\_\_.

I will see to it that my child reworks missed subjects.

Landshut, \_\_\_\_\_ signature: \_\_\_\_\_  
date parental signature

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Will be completed by the school:

- The request is granted.
- The request will be granted after further consultation.
- The request will not be granted. School attendance is compulsory and therefore the child has to be at school on the indicated date. If it is missing for health reasons a medical certificate will be requested.

\_\_\_\_\_  
signature school administration

\_\_\_\_\_  
signature class teacher

school seal