



Application for Extended Leave - 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 table below with details of all students associated with the period of travel:

| Family Name | Given Name | DOB | Age | Grade |
|-------------|------------|-----|-----|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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.

Details of prior exemptions/extended leave - travel (if applicable)

Date of prior exemption/extended leave:

FROM: ____ / ____ / ____ **TO:** ____ / ____ / ____

Number of School Days: _____

Copy of Certificate of Exemption/Extended Leave - Travel attached (*Please tick*): Yes No



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Parent Details (Applicant)

Family Name: _____ Given Name: _____

Address: _____

_____ Postcode: _____

Phone Number: _____ Relationship to Student: _____

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 - 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 - Travel* may result in the provided period of extended leave being cancelled.

Parent/Caregiver Signature: _____ Date: _____



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Privacy Statement

The Department of Education and Communities is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used to process your child's *Application for Extended Leave - Travel* during the period indicated.

It will only be used or disclosed for the following purposes.

- General student administration relating to the education and welfare of the student
- Communication with students and parent
- To ensure the health, safety and welfare of students, staff and visitors to the school State and National reporting purposes for any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

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PART B: To be completed by the principal

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

Please provide more details here (if required):

Principal's Name: _____ Signature: _____

Contact Number: _____ Date: _____

Note:

Please complete the *Certificate of Extended Leave - Travel* if requested leave is to be provided.