

# Request for Absence Østerbro International School



The class teacher may permit absences for a maximum of two days. If there is a special reason the Principal may permit a longer absence, **not exceeding twenty days** during the school year.

STUDENT'S NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_ request that my child will be absent from \_\_\_\_\_ to \_\_\_\_\_

Number of days: \_\_\_\_\_

Reason for Absence:

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- ManageBac Attendance must be submitted before the leave  
(The approved E-Mail confirmation will be sent to you **after** the ManageBac entry)
- I note that is the student's/parent's responsibility to contact each teacher individually prior to his/her absence to ask for work he/she is going to miss.

Please complete **one form per child**

\_\_\_\_\_  
Signature Parent / Guardian

\_\_\_\_\_  
Date

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## CLASS/MENTOR TEACHER'S PERMISSION

- Permitted
- Not Permitted

\_\_\_\_\_  
Class/Mentor Teacher

## PRINCIPAL'S PERMISSION

- Permitted
- Not Permitted

\_\_\_\_\_  
Principal