



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. Separate applications are to be completed for each school if siblings do not attend the same school.

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	SRN

Student address: Postcode:

School name:

Dates of extended leave applied for: From to

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.

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

Dates of prior exemption/extended leave: From to

Number of school days:

Copy of Certificate of Exemption/Extended Leave – Travel attached: Yes No



Parent details (applicant)

Family name:	<input type="text"/>	Given name:	<input type="text"/>
Student address:	<input type="text"/>	Postcode:	<input type="text"/>
Phone number:	<input type="text"/>	Relationship to student:	<input type="text"/>

As the parent and applicant, I hereby apply for a Certificate of Extended Leave-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 - Travel*
- The period of extended leave will count towards my child's absences from school
- I understand that an Illness/Misadventure Form must be submitted in advance and directly to the Head Teacher of the relevant subject/s for any assessment tasks scheduled within the extended leave period. The Head Teacher will determine the outcome of the Illness/Misadventure application and communicate this to the student directly prior to the extended leave period. If this process is not followed, the student will receive 'Unable to Assess' for the respective task/s. Please see the school's website for the Assessment Policy within the year group Assessment Booklet.

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.

Signature of parent/s: Date

Privacy statement

The Department of Education 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 parents
- 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.

Part B: To be completed by the principal

I accept this Application for Extended Leave - Travel: Yes No

Please provide more detail here (if required):

Principal's name:

Phone number:

Principal's signature:

Date:

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