



Request for Absence International School of Hellerup

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:

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

CLASS/MENTOR TEACHER'S PERMISSION

- Permitted
 Not Permitted

Class/Mentor Teacher

PRINCIPAL'S PERMISSION

- Permitted
 Not Permitted

Principal

