

**Leave Forms in by Wednesday PM**

**FAX 92852659**

WEEKEND     OVERNIGHT     DAY LEAVE     CLOSED WEEKEND

Student('s) name \_\_\_\_\_

**DEPARTURE DETAILS** 

Departure Day \_\_\_\_\_ Date \_\_\_\_\_ Departure Time \_\_\_\_\_

With who  PARENTS     BUS (Football / School / Chartered)     TRANSWA (Departure time above)

OTHER PERSON - Who \_\_\_\_\_

ADD "Other Person" to permanent travel list

Going Where  HOME     OTHER - Where \_\_\_\_\_



- 1) Notification of leave by FAX, PHONE or EMAIL is needed at all times. (w/end catering and planning purposes) A Leave application form is required on all occasions (unless the parent attends in person)
- 2) Students must be signed out by an adult named on the Travel list (unless taking a bus as arranged by the parent).
- 3) Only parents or guardians (or nominated career's) can complete this form.
- 4) Students departing in school time, the parents must inform the school directly.
- 5) Start of term and Closed Weekend return time is after 3:00 pm.
- 6) No leave during study time.

 **RETURN DETAILS**

Return Day: \_\_\_\_\_ Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

With who  PARENTS     BUS or TRAIN (Transperth)     TRANSWA – PLEASE PICK UP

OTHER PERSON - Who \_\_\_\_\_

I give permission for my child to take leave from the college as per the leave arrangements stated above.

Parents / Guardians name: \_\_\_\_\_ & Signature: \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE** – Phone, Fax, Email or In Person permission received Staff sign \_\_\_\_\_ Date \_\_\_\_\_