

# PERMANENT LEAVE REQUEST FORM

- Students boarding midweek who return home each weekend need not apply for leave each week but will need to complete a “Permanent Leave Request Form”.
- Any changes to the arrangement details below will need a new form completed or if a one off change, complete a regular “Leave Request Form”.

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

Permanent arrangement as of (date) \_\_\_\_\_

## PERMANENT DEPARTURE DETAILS

Departure day \_\_\_\_\_

With who  PARENTS  BUS  TRAIN  TRANSWA  
 OTHER PERSON - Who \_\_\_\_\_

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



## PERMANENT RETURN DETAILS

Return Day: \_\_\_\_\_

With who  PARENTS  BUS  TRAIN  TRANSWA  
 OTHER PERSON - Who \_\_\_\_\_

- I give permission for my child to take leave from the college as per the PERMANENT leave arrangements stated above.
- I also give my consent for my child to travel by the transport indicated above and understand that if traveling home independently by bus that my child will sign themselves out from the college.
- I also understand that staff responsibility for supervision ends once my child has signed out.

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