

# Request

for student's leave of absence from school



In Prague, on .....

Dear Director,

I hereby request a leave of absence of my child .....

who is a student in the class ..... in the period .....

I request the leave of absence for the following reasons: .....

.....

.....

I am aware that the student is obliged to catch up on any tests or assignments missed due to the leave of absence.

Signed parents (legal representatives) .....

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## Class teacher's statement:

I agree/disagree with the leave of absence

Signed class teacher .....

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## School Director's statement:

I agree/disagree with the leave of absence

Signed School Director .....