APPLICATION FOR RESEARCH LEAVE

YEAR ELEVEN AND TWELVE STUDENTS

Leave will not be approved if a Senior School event, excursion or assessment task are scheduled.

**Name: Homeroom:**

I wish to apply for research leave on:

**From Date:** **Time:**

**To Date:** **Time:**

I have checked and have no assessment tasks on this day (tick box) □

**Research Event:**

**Address:**

**What I hope to learn or gain from this research:**

**Subject Teacher’s Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recommendation: YES / NO

**Subject Area: \_\_\_\_\_\_\_**

**Travel Arrangements:** The student will make their own travel arrangements to and from the venue.

Please note: This leave will be counted as attendance at a school organised event. On the morning of the absence from school, parents are required to make phone or email contact with the College to confirm the student’s attendance at the event so that our rolls can be adjusted.

**Parent /Carer Signature: Student Signature**:

**CLASSES MISSED**

(Class teachers to initial)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period One | Period Two | Period Three | Period Four | Period Five | Period Six |
|  |  |  |  |  |  |

**Director of Studies:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **APPROVED / NOT APPROVED**

**Next: Change of Routine Form and inform Student Reception**