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REQUEST FOR FAMILY VACATION DURING SCHOOL TERM

Dear Principal

Please accept a request for the following students to be absent from school due to a family vacation:

Student Name	Class	Date of birth

Dates requested (inclusive):

From	To

Parent/caregiver name:

Parent/caregiver signature:

Date:

Authorised By:.....

Office use only:

Date received:	Code to enter on Integris:
Response to parent date:	
Date entered on Integris:	