

# LEAVE REQUEST FORM

**Leave Forms in by Wednesday PM**

**FAX Boys Wing 98813811 OR Girls Wing 98813822**

WEEKEND     OVERNIGHT     DAY LEAVE     CLOSED WEEKEND

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

## DEPARTURE DETAILS

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

With who  PARENTS     BUS (only if arranged by the provider)     TRANSWA (Departure time above)

OTHER PERSON / HOST - Who \_\_\_\_\_

Contact number of Host \_\_\_\_\_

Have you contacted the HOST and confirmed this leave arrangement    YES

ADD "Other Person / Host" to permanent travel list.

Going Where  HOME/ PARENT CARE     OTHER - Where \_\_\_\_\_

### PLEASE READ

1. No overnight leave can be arranged in the Town of Narrogin unless signed out in person by the parent.
2. Hosts must be responsible adults and be fully aware of any arrangement and must be the ones that pick up the student and must reside out of town (if having overnight leave).
3. NO midweek leave is permitted. Students must reside at the College without interruption.



## RETURN DETAILS

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

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

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

I have organized and give permission for my child to take leave from the college as per the leave arrangements stated above and have ensured that if staying with a host, that they are aware of their responsibilities and the College leave rules.

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

**OFFICE** - Verbal (Phone ) details and permission received [ ] Staff sign \_\_\_\_\_ Date \_\_\_\_\_