



REQUEST FOR ABSENCE FORM

Name and surname of the student		Grade
Parent/guardian name		
Absence date (from – to)	Number of days	
Has the student been absent from school for the past two years? If so, how many days?		
Reason for absence		
Students' thoughts about this leave of absence (jf. § Grunnloven 104)		
Date	Parent(s) signature	

*** I am requesting that my child be absent from school in the dates given above, and I confirm that during the absence period, the responsibility of my child's education belongs to me. I am aware that it is my responsibility to contact each teacher individually prior to my child's absence to ask for work he/she is required to do. No extra teaching is given by the school because of this absence and no assessment in the MYP section will be repeated.**

*** Please complete one form per child**

§ 3-13 of The Private School Act (Privatskoleloven) states:

“When appropriate, the school can grant the student a leave of absence for up to two weeks. Decisions are made based on “Forvaltningsloven” and are given as Single Rights Decisions enkeltvedtak) according § 2. Complaints must be forwarded to the Department of Education.”

Important Points about the Leave of Absence

The principal is the decision-maker and has the authority to permit or deny the application for leave of absence. The Education Act does not specify the qualifying criteria for assessing applications for a leave of absence, it is written that the school can grant absence when the leave is considered to be appropriate. During the evaluation of an application, the principal may consult with the teacher(s) in order to decide if the leave is appropriate. The decision is made by looking at different factors, some of them are:

- The amount of absence the student has.
- Status of the student's education.
- The student's/family's personal situation.
- The date/period of the leave.

Neither the principal, the Education Administration nor the County Governor may grant a student a leave of absence for more than **two weeks (10 continuous school days)**, as no exemptions from this rule have been authorized in the Education Act. Therefore, the principal will reject all applications for a leave of absence for more than two weeks.

Note: Please return the completed form to the Principal by the latest **two weeks** before the absence period

PERMISSION

Permitted

Not permitted

Principal