

Intended Leave of Absence Request Form



AMADEUS
International School
VIENNA

All Students

Student name: _____ Grade: _____

Leaving date: _____ Returning Date: _____

Total number of days absent: _____

Reason: _____

Parent/Guardian Signature: _____

Please return the filled out form to:

- the Homeroom Teacher for up to one day
- the Primary/Secondary Principal for up to three days
- the Head of School for absences exceeding three days