

Holiday in term-time request form

Student ID	
Student name	
First date of absence	
Date of return to College	
Reason for holiday request	
Tutor seen and notified	<i>Tutor to sign and date</i>
Subject 1 teacher notified	<i>Teacher to sign and date</i>
Details of work required to be submitted for subject 1 teacher	<i>Teacher to enter details of work to be completed and a deadline date for submission</i>
Subject 2 teacher notified	<i>Teacher to sign and date</i>
Details of work required to be submitted for subject 1 teacher	<i>Teacher to enter details of work to be completed and a deadline date for submission</i>
Subject 3 teacher notified	<i>Teacher to sign and date</i>
Details of work required to be submitted for subject 3 teacher	<i>Teacher to enter details of work to be completed and a deadline date for submission</i>

Subject 4 teacher notified	<i>Teacher to sign and date</i>
Details of work required to be submitted for subject 4 teacher	<i>Teacher to enter details of work to be completed and a deadline date for submission</i>
Subject 5 teacher notified	<i>Teacher to sign and date</i>
Details of work required to be submitted for subject 5 teacher	<i>Teacher to enter details of work to be completed and a deadline date for submission</i>
Subject 6 teacher notified	<i>Teacher to sign and date</i>
Details of work required to be submitted for subject 6 teacher	<i>Teacher to enter details of work to be completed and a deadline date for submission</i>
Date form received by Principal's PA	
Date absence letter and form sent to parent	