



**International School of Lund –
Katedralskolan (ISLK)**



**Application for planned leave of absence during term
Hand to teacher at least one week before absence.**

Name.....

Class..... Mentor/Class teacher.....

Period of Absence

Reason for absence:

.....

Parent/Guardian Signature:

Assignments to be carried out while away:

Parents are encouraged not to take their children out of school during term.
If this is unavoidable, it is the responsibility of the student and/or parent to make sure they catch up on any work missed. Special work will not be provided by the teachers.

For absence 1-2 days, permission by mentor/class teacher is necessary.

Mentor’s/class teacher’s signature..... Date.....

If absence is for more than 2 days, permission by Principal is necessary.

Principal’s signature Date.....

Teacher/Mentor: Always give a copy of the form to the office asap.

Address: ISLK, Nygatan 21, SE-222 29 Lund, Sweden

Telephone: +46 46-35 71 24/35 75 70
Fax: +46 46 35 76 44

E-mail: ISLK@lund.se
Internet: www.islk.lund.se