

Early Departure Request Form

This form is to be completed by parents or carers of students who would like to request early departure for their child on a regular basis. This form is only to be completed for exceptional circumstances.

Name of Student					
Crew					
Time requested to leave	Monday	Tuesday	Wednesday	Thursday	Friday
Length of school time missed	Monday	Tuesday	Wednesday	Thursday	Friday
Reason for early departure. Please give as much detail as possible					
Please indicate when time missed at school will be completed	Wednesday @ 2:30pm	Friday @ 2:30pm	Break time	Lunchtime	
Parent/Carer Name					
Parent/Carer Signature					
Parent/Carer Contact Number					

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