



# Mission Heights Primary School

## Leave of Absence Request Form

Instructions : Please bring this to reception or scan and email to [admin@mhp.school.nz](mailto:admin@mhp.school.nz).  
Please note that any absence will alter your child's attendance rate for the year. Excessive absences will be reported to the Ministry of Education's Truancy Services.

STUDENT 1 NAME	STUDIO	TEACHER
STUDENT 2 NAME	STUDIO	TEACHER
STUDENT 3 NAME	STUDIO	TEACHER

FIRST DAY OF ABSENCE	EXPECTED DATE OF RETURN	REASON FOR ABSENCE
/ /	/ /	
PARENT / GUARDIAN NAME		PARENT / GUARDIAN SIGNATURE

OFFICE USE ONLY	
Principal's Discretion - reason	Student Attendance % :
Date	Comments: