

# Hausburgschule

Staatliche Europa-Schule Berlin (SESB) Deutsch-Spanisch  
Grundschule (02G02) in Friedrichshain-Kreuzberg, Berlin



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## Application for leave of absence

(Please complete in block letters!)

Date of application: .....

Name and address of the applicant(s):

.....  
.....

### I. APPLICATION FOR LEAVE OF ABSENCE

Name of the pupil: ..... Born: .....

Class: .....

Period: .....to .....

Reason:

.....  
.....  
.....

Date Signature of legal guardian

### II. STATEMENT OF THE CLASS TEACHER/EDUCATOR

Name of class teacher/educator: .....

The leave of absence is ( ) in favour

( ) You are responsible for your child making up missed lessons. Please get in touch with us.

( ) in favour with reservations

( ) not in favour

Reason

.....  
.....  
.....

Date Signature of the class teacher/educator

### III. DECISION OF THE SCHOOL MANAGEMENT/COORDINATION of supplementary support and care

The school management /coordination SSC ( ) agrees with the recommendation.

( ) The leave of absence is limited to the current school year

(..) does not agree with the recommendation.

Reason:

.....  
.....  
.....

A counselling interview was held with the parents at .....

A note of the counselling session will be placed in the student file together with the application.

.....

Date Signature of the school management/coordination SSC