



**GIBB HOUSE**

**LEAVE REQUEST FORM**



Scots College

**Please print:**

Student's name: \_\_\_\_\_

Reason for leave: \_\_\_\_\_

Destination address if overnight: \_\_\_\_\_

Date(s) of Special Leave: \_\_\_\_\_

Departure time: \_\_\_\_\_ am/pm

Return time: \_\_\_\_\_ am/pm

Contact telephone number(s): \_\_\_\_\_

**Travel arrangements:**

Private car          Bus          Train          Plane          Walk

Other – please specify: \_\_\_\_\_

**Parental approval:**

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

<i>Office use only</i>		
Leave approved	Yes/No	Signed _____
Reply sent to parents	Yes /No	Specify: Phone Email