



EST. 1916

SCOTS COLLEGE
Learning. For Life

Gibb House Leave Request form

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: _____

Office use only

Leave approved Yes / No Signed: _____

Reply sent to parents Yes / No Specify: Phone email