

**RICHMOND PRIMARY SCHOOL  
CONFIRMATION OF EXTENDED STUDENT ABSENCE**

Student's Name

Year level

Date of intended absence

Student to finish school on ----/----/----

Student to recommence school on ----/----/----

Reason for absence (Please give details of destination if the absence is due to an extended family holiday)

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Name of Parent/Carer

Signature

Date

**SCHOOL USE ONLY**

Schoolwork to be completed by student

Revision

Special Project

Journal Writing

Other

Details

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Signature of Teacher

Date

Signature of Principal

Date