Adelaide International School

Student Leave Request Form
(to be filled 3 – 4 weeks before travel)

Part A: Student Details			
Last Name:		First Name:	
English Name:		AIS Student ID:	
Class:	☐ Lower Primary ☐ Upper Primary ☐ Middle Years ☐ AISA Year 10 ☐ Year 10 EAP (1)	☐ Year 11 Main ☐ Year 11 Support ☐ Year 11 EAP (1) ☐ Year 11 EAP (2) ☐ Year 12	
Living Arrangement:	☐ Parents/Guardian ☐ Homestay ☐ Boarding House		

Part B: Travel Details	
Date of Travel:	
Date of Return:	
Travel Destination:	
Reason for Travel:	
Living Arrangement:	☐ Hotel ☐ Parents/Relative
Address where I am staying:	
Contact Number of where I am staying:	
Name of the Person who is caring for me:	
Contact Number of the Carer:	
Email of the Carer:	
Flight Number:	
Evidence Submitted:	☐ Flight Ticket ☐ Accommodation booking (if applicable) ☐ Other: _____

Part C: Parent's Declaration

I _____ (parent's name) have given permission for _____

(student's name) to travel.

Parent's Name:		Contact Number:	
Parents's Signature:		Date:	

Part D: Homestay's Declaration

I _____ (homestay's Name) already aware that my homestay student

_____ (student's name) will be travelling to _____ (country) from

_____ (departure date, DD/MM/YYYY) to _____ (return date, DD/MM/YYYY).

Homestay's Name:		Contact Number:	
Homestay's Signature:		Date:	

OFFICE USE ONLY - Completed by the Principal	
Supporting Documents Provided:	☐ Flight ticket ☐ Accommodation Booking (if applicable) ☐ Homestay Signature ☐ Parents Permission ☐ Name of carer at destination (a form of ID provided) ☐ Address of carer at destination ☐ Contact number of carer at destination ☐ Office has checked the number and verified the address
☐ Approved ☐ Disapproved	
Principal's Signature:	Date: