



Application for Planned Absence Version 1.0

Brief Introduction and Instructions

Questions? Please contact us

If you are an enrolled or current student at the National School of Aesthetics and would like to apply for planned absence due to a special event (i.e. a brother's wedding), please fill out this form and turn it in to the Principal. She will review your application and approve it fully, approve it with conditions, or deny it.

- Use a blue or black pen.
- Print answers in NEAT BLOCK LETTERS.
- Sign and date the form.

Your Name

Print answers CLEARLY in BLOCK LETTERS

Surname

First names

Which Days Are You Applying For?

Dates

What Event / Reasons Are You Applying For This Day / These Days Off?

Your Signature

Your Signature

Date

Day	Month	Year					

OFFICE USE ONLY

Received by		Date	
Student's Class			
Approved?	<input type="checkbox"/> Approved fully	<input type="checkbox"/> Approved with conditions	<input type="checkbox"/> Denied
Student informed by			Date
Does this absence count against the student's time off?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please file this form in the class binder with roll calls and medical certificates when completed.			