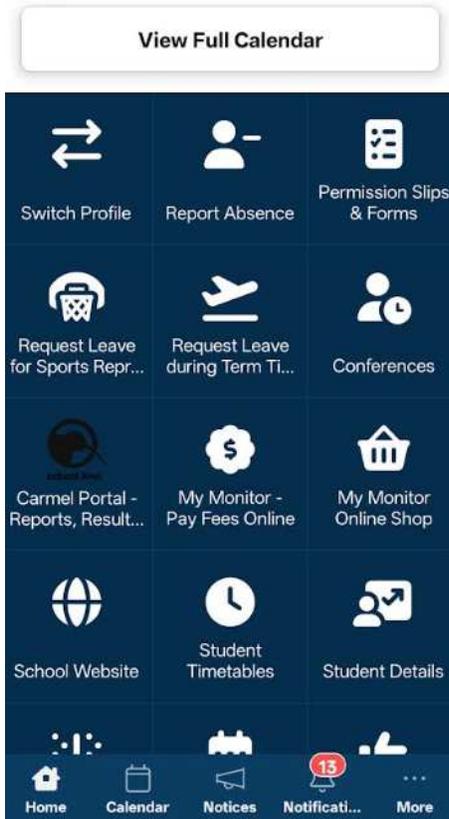


How To: Request Leave During Term-Time (Excluding Sports/ Representative leave)

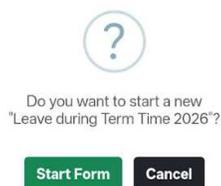
1. Log in to the SchoolBridge app as a parent. Log in to the SchoolBridge app as a parent. You can switch profiles if you have more than one child at the school by tapping on the **Switch Profile** Button.



2. Click on the **Request Leave During Term Time** icon



3. Click on the **Start Form** green button.



4. Fill in the Leave During Term Time form.
5. Push the COMPLETE button to submit the form.
6. Your daughter will need to:
 - complete a **Leave During Term Time Assessment Form**
 - ask her subject teachers to fill in the form

This will be used for academic tracking purposes to support your daughter's understanding of what she will miss during her time away. The form can be found at the office, on her Year level Google Classroom or within the SchoolBridge Leave request section:

Permission Slips

Leave during Term Time
Student: [REDACTED]

Your form has been created and you can now complete it

This is **not** to be used for;

- Appointments
- Bereavement leave
- Sports and Representative Leave

Please go back to the homepage and enter medical/doctor or dentist appointments on the absence icon or apply for Sports and Representative Leave.

Leave requests must be made 5 weeks ahead.

All Year 11-13 students must also print and complete the **Leave during term time form** to ascertain if any assessments are being missed.

Please note for leave during term time assessments are not re-scheduled to accommodate the leave.

Please ensure all documentation is

Save Changes Complete