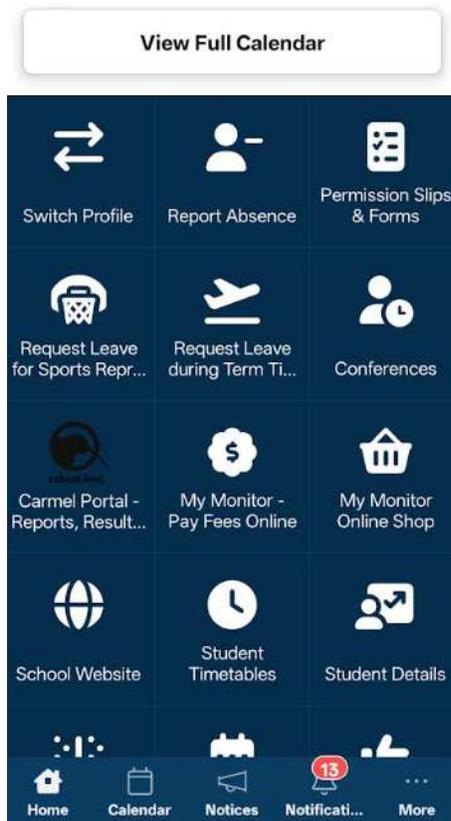


How To: Request Sports/ Representative Leave

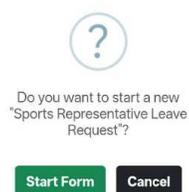
1. Log in to the SchoolBridge app as a parent. You can switch profiles if you have more than one child at the school by tapping on the **Switch Profile** Button.



2. Click on the **Request Leave for Sports/ Representative leave** icon



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



4. Fill in the information required and attach the official letter from the organisation regarding the event at the bottom of the form.

The screenshot shows a mobile application interface for a 'Sports/Representative Leave Request' form. At the top, there is a status bar with the time 10:39 and various icons. Below that is a header with a close button (X) and the title 'Permission Slips'. The form itself has a back arrow and the title 'Sports/Representative Leave Request' with a student ID field. It contains several input fields: 'Conclusion of Leave', 'Reason for leave', and 'Url'. A pink arrow points to a text instruction: 'For sports/representative leave please attach the official letter from the organisation with your daughters name, details of the event including location and dates.' Below this is an 'Upload' section with a table for 'File Name' and 'Size', and a 'Drop files to attach, or browse' button. At the bottom, there are 'Save Changes' and 'Complete' buttons, and a navigation bar with left and right arrows.

5. Push the COMPLETE button to submit the form.

6. Your daughter will need to:

- complete a **Sports/ Representative Leave Assessment Form**
- ask her subject teachers to fill in the form

The form outlines arrangements made, **where possible**, for any missed assessments during your daughter's justified absence period. The form can be found at the office, on her Year level Google Classroom or within the SchoolBridge Leave request section:

✕ Permission Slips

< Sports/Representative Leave Request
Student: ██████████

This form is **only** to be used for sports and representative leave e.g Harbour/Club sport

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

- medical appointments -
- Leave during Term time - Family/holiday

Please go back to the homepage and enter medical appointments on the absence icon or apply for leave during term time.

Leave requests must be made ahead of time.

All Year 11-13 students **must** also print and complete the **Sports Representative Leave Form** to ascertain if any assessments are being missed.

Considerations could be made where possible for students on rep leave, not for self-interest leave

Please ensure all documentation is

Save Changes

Complete

