

Request to the principal for exemption from class¹

Legal basis: When requested, the class teacher can grant permission for pupils to miss lessons for important reasons² up to one day. The principal can grant permission for missing lessons up to one week, and the Board of Education for more than one week.

I,, request that my son/daughter,

Name: Class:

be excused from class on / from until

Reason:
.....
.....

Important points:

1. The legal guardian assumes full responsibility for the pupil during this time.
2. There is no student accident insurance (Schülerunfallversicherung) during this time.
3. With this request, the legal guardian acknowledges that the pupil must promptly and independently complete the missed lesson content and homework.

Place, Date

Signature of the pupil's legal guardian

Response of the class teacher:

Approved:
 Not approved:
.....

Place, Date

Signature of the class teacher

Response of the Principal:

Approved:
 Not approved:
.....

Place, Date

Signature of the Principal

¹ The request must be submitted to the secretary's office at least 3 weeks before the requested leave (exception: unforeseeable events).

² Important reasons: see the guidelines on the school's homepage or the attached guidance.

Guidelines: Request for exemption from class

An exemption from class must always be a justified exception! The prerequisite is that the student does not have any serious problems at school. On days when "Schularbeiten" or tests take place, a leave of absence is generally not possible.

Exemptions from class are legally regulated in §45 SchUG and can be approved "for important reasons" (§45 Abs. 4 SchUG). Important reasons are, for example:

- Activities as part of work in the student council
- Religious holidays
- Medical grounds (e.g. therapies or health retreats; please provide confirmation)
- Participation in sports events (please provide confirmation)
- Participation in cultural events (please provide confirmation)
- Funerals or weddings of close (!) relatives (parents, grandparents, siblings)
- Visits from parents living permanently abroad

Extensions to school holidays will not be approved: vacations are to be scheduled during school holidays.

Leaves of absence of up to one day will be processed and may be approved by the class teacher. Exemptions of two days to one week are the responsibility of the principal. All requests for more than one week must be directed to the Board of Education (Bildungsdirektion) for Salzburg. Possible cancellation fees for already booked flights or trips cannot be used as justification for an exemption.

Better value rates for out-of-season travel are not grounds for exemption from class.

Requests to the principal that comply with these guidelines must be submitted via the secretary's office using the appropriate form (attached, or available from the school website).