



EDUCATION AND SOCIAL WORK

Request for leave during practicum Bachelor of Education / Graduate Diploma

- Before submitting/reviewing this application please refer to the Practicum Handbook information regarding applications for leave
- This application is to be completed for absences from practicum in good time PRIOR to the event
- When it is not possible to apply for leave prior to the event, this form must be submitted as soon as possible

Student Name:		Date:
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Student ID:	<table border="1" style="width:100%; height:20px"> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> </table>											Mobile:

University email address:

Practicum centre/school:

I am requesting leave from practicum	Start Date:	End Date:
EDPRAC	Time:	Total No. of days Requested:

I require this leave because...

<input type="checkbox"/> I have attached supporting documentation	Signature:
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Please return to the co-ordinator for your course: (who will inform you of the outcome of your application)

- EDPRAC ECE (all courses): Shareen Sapsworth
- EDPRAC 101: Epsom & MIT – Sandra Chandler
- EDPRAC 201: Epsom & MIT – Jill Murray
- EDPRAC 305: Epsom & MIT – Karen Major
- EDPRAC 101/201/305: Tai Tokerau – Judy Taingahue
- EDPRAC 607: Paul Heyward
- EDPRAC 608: Carol Jarrett

OFFICE USE

Co-ordinator approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:
Date:	Note:
Student notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	School/Centre notified: <input type="checkbox"/> Yes <input type="checkbox"/> No