

SAMPLE LEAVE FORM

PROVINCE	
DISTRICT	
CIRCUIT	
NAME OF SCHOOL	
PERSONAL INFORMATION	
NAME AND SURNAME	
DATE OF BIRTH	
IDENTITY NUMBER	
ADDRESS	
ROLE (EA OR GSA	
CATEGORY (eg Reading Champion)	
LEAVE TYPE	
START DATE:	END DATE
<hr/> SIGNATURE OF (ASSISTANT	<hr/> DATE
<hr/> SIGNATURE OF MENTOR	<hr/> DATE
<hr/> SIGNATURE OF SCHOOL PRINCIPAL	<hr/> DATE