
(name of parent/guardian requesting exeat)

To:

Umweltschule Rügen e.V.
Schulstraße 19
18573 Dreschwitz

_____ (date)

Exeat Request

Dear Mrs. Reetz,

I hereby request an exeat for:

_____ of class: _____

(name of student)

From (departure date): _____ to (returning date): _____ (dd,mm,yyyy)

Explanation:

(signature of parent/guardian requesting exeat)

Approved by class teacher yes

no

(signature of class teacher)

Approved by principal yes

no

(signature of principal)