

## Excused Absences from School

An informal written note addressed to the **classroom teacher** (grades 5-9) or tutor (grades 10-12) is needed when parents want an **excused absence** for their child from a **lesson** or a **school-related event**. The request should include the time frame and the reason for the requested excused absence. If a student is taking part in an externally organized event, relevant documentation must be included. (Letters of invitation from organizers alone are not sufficient as an informal request made by a legal guardian.)

An exception to this policy is the **day before school holidays** which can only be excused in extreme cases and only by the **school principal** (requests should be submitted to the administrative office).

Requests for an **excused absence for two or more days** need to be addressed to the **principal** (via the administrative office) and should contain the time frame, reason for the absence, and any relevant documentation from an external organization (if applicable). Strict legal regulations apply to excused absences directly before school holidays.

In the event that a student plans to participate in a **study abroad program** (usually in grade 10, the first year of the Oberstufe), a request for an excused absence should also be made to the school director and should include the exact dates as well as a letter of admission from the school abroad (or official confirmation from the organizers). If proof of admission/official confirmation forms are not readily available at the time of requesting an excused absence, these can be submitted at a later date.

Depending on when the request is submitted, approval for studying abroad in grade 10 is contingent upon the student's report card from either the first or second semester of grade 9.

The process of approval is based on the official laws of education such as §43(3) and subsequent regulations.