



Parents Request for Temporary Travel Exemption from School

Date:

Parents Request

We the undersigned, **Parent 1** and **Parent 2**
parents of residing at

Contact No

Date of Birth ID Number

School Class

would like to ask permission for our son/daughter to be temporarily exempted from school as we need to travel abroad.

Reasons

To be able to travel to for scholastic days due to
.....

Parents Signatures

Signature of Parent 1/Legal Guardian

Signature of Parent 2/Legal Guardian

ID Number

ID Number

In case of legal custody indicate reference number of Court Decree: _____

N.B. This application has to be signed by both parents/legal guardians and presented by one of them at the **National School Support Services, Directorate for Educational Services, Hamrun HMR 1100** together with:

1. Original ID cards of both parents/legal guardians
2. Birth certificate – applicable **only** if student does not have Maltese citizenship
3. A copy of the travelling tickets
4. Other relevant documents supporting this request.

Privacy: According to the Data Protection Act (Chapter 440), all the information being requested is necessary for the fulfilment of the processing of the school exemption. In those instances where the school exemption is required for employment purposes, then such information will be forwarded to the Ministry for Education, Sport, Youth, Research and Innovation. The data subject has the right to view and amend one's personal data. Any query relating to privacy has to be addressed to the Director, National School Support Services, Directorate for Educational Services, Hamrun HMR 1100.

School Comments

- I confirm that the student attends this school.
- I confirm that the student DOES NOT attend this school.
- I agree that the exemption is granted.
- I agree that the exemption is NOT granted.

Signature of Head of School

School Stamp