# SCHOOL HOLIDAY STUDENT LOCATION REGISTER TEMPLATE

This form is to be completed by students who are travelling home during school holiday periods to assist schools to record, monitor and ensure the appropriateness of welfare arrangements during holiday periods.

**Dear Students,**

Please state your dates for travel this year. All travel must be detailed and given to [insert name].

**For all travel we must receive written approval from parents stating the travel period and the reason for the travel.**

**Please enter the travel dates in the correct column below:**

**STUDENT NAME AND ID: [insert student name and ID]**

|  |  |  |  |
| --- | --- | --- | --- |
| Period | Holiday Period | Start Date | Finish Date |
| 1 | Term 1 Holidays |  |  |
| 2 | Term 2 Holidays |  |  |
| 3 | Term 3 Holidays |  |  |
| 4 | Term 4 Holidays |  |  |

**Departure Date from Melbourne**

|  |  |
| --- | --- |
| Destination Country and City |  |
| Date |  |
| Flight Number |  |
| Arrive in Home Country |  |
| Date |  |

**Return Date to Melbourne**

|  |  |
| --- | --- |
| Departure Country and City |  |
| Date |  |
| Flight Number |  |
| Arrive in Melbourne |  |
| Date |  |

|  |  |
| --- | --- |
| Student Signature |  |

**International Student Travel Approval (to be completed by the school)**

Please ensure that the following steps are completed before approving travel. Insert an X in the appropriate cell within the table below.

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Parent email received |  |  |
| Copy of airline ticket received from student |  |  |
| Holiday homework given to student |  |  |

|  |  |
| --- | --- |
| Approved / Not Approved |  |
| Date |  |
| Signature |  |
| Name |  |