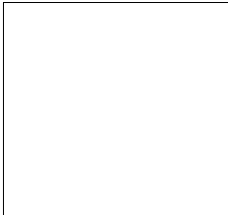


# Provincial Release Authority



This Authority verifies this teacher has approval from the Provincial Education Adviser to be absent from this Province to attend to matters of personal importance. This release authority must be attached to a "Teacher Query" form and a copy of a return travel ticket.

**1. Teacher Details** (Please print using block letters)

Family Name: ..... Given Name(s): .....

Province: ..... School Name: ..... School Code:

**2. Province Release Authority**

I have released this teacher to travel to the National Department of Education to attend to the matter included on the "Teacher Query" form. The teacher is on leave without pay until he/she confirms his/her return to duty at this Province. In approving this leave, I have seen this teacher's return travel ticket. A photocopy is attached to the "Teacher Query" form.

This teacher departed this Province on (dmmmy):

This teacher is expected to return to duty on (ddmmyy):

Signature: ..... Date: .....

PEA/Superintendent of Education

**3. Teacher's Declaration**

I understand I have leave without pay approved for the period detailed above. I undertake to return to the Provincial Education Office by no later than this date. Should I fail to do so, I will be suspended from the payroll from the commencement of my approved leave without pay.

Teacher's Signature: ..... Date: .....

**4. NDoE Verification**

This teacher presented at the NDoE on (ddmmyy):

This teacher's query was resolved on (ddmmyy):

Officer's Name: ..... Signature: ..... Date: .....

**5. Province Clearance and Leave Approval**

This teacher returned to this Provincial Office on (ddmmyy):

**Leave Approval**

He/she has been absent from duty for a total of  days.

Leave is to be approved as follows: Leave with pay  Leave without pay to count as service

Leave without pay not to count as service

Signature: ..... Date: .....

PEA/Superintendent of Education

**NDoE Office Use Only**

Leave Action Officer: ..... Date: .....

Checked by: ..... Date: .....