



Guardian's application School's proposal

1 PUPIL'S BASIC INFORMATION	Pupil's last name and first names	Personal identity code
	Current school	Current grade
2 GUARDIANS' INFORMATION	Guardian's last name and first names	Telephone (in daytime)
	Guardian's last name and first names	Telephone (in daytime)
3 APPLICATION INFORMATION	Releasing the pupil from studying a subject common to all	
	<input type="checkbox"/> Until further notice starting from _____._____.	
	<input type="checkbox"/> For a fixed time period _____._____ - _____._____.	
	Subject	
	Grounds (Basic Education Act, Section 18)	
	Other replacement education or guided activity organised for the pupil (Basic Education Decree, Section 5)	
4 ACCOUNT OF HEARING THE GUARDIANS (if the school is the applicant)	Hearing organised by (name, title and telephone number)	
	Guardians' opinion (on a separate document, if necessary)	
	School's opinion (on a separate document, if necessary)	
	Persons present	
	Date (dd.mm.yyyy)	



<p>5 APPENDICES</p>	<input type="checkbox"/> Learning plan <input type="checkbox"/> Pedagogical evaluation or report <input type="checkbox"/> Statement from a specialist (such as a physician or psychologist) <input type="checkbox"/> Other, please specify:	
<p>6 SIGNATURE AND DATE</p>	Guardian's signature and printed name	Date (dd.mm.yyyy)
	Guardian's signature and printed name	Date (dd.mm.yyyy)
	Head teacher's/principal's signature and name in block letters:	Date (dd.mm.yyyy)
<p>7 REGIONAL MANAGER'S DECISION</p>	<p>Decision</p> <input type="checkbox"/> The pupil will be released from studying a subject common to all. a) until further notice b) for a fixed time period _____._____ - _____._____.	
	Signature and name in block letters _____ Date (dd.mm.yyyy) _____	
<p>8 APPLIED LAWS AND REGULATIONS</p>	Basic Education Act, Section 18 Basic Education Decree, Section 5 Administrative Procedure Act, Section 34 Decision-making power of the Finnish Education Unit based on the education legislation (17 August 2017, Section 5)	
<p>9 APPEAL</p>	The above decision can be appealed by submitting a written appeal to the Regional State Administrative Agency of Southern Finland within 14 days of receiving notice on the decision. Appeal instructions are provided.	



APPEAL

The above decision can be appealed by submitting a written appeal to the Regional State Administrative Agency of Southern Finland within 14 days of receiving notice on the decision.

An appeal may be submitted by

- the person whom the decision concerns, or
- a person whose right, obligation or interest is directly impacted by the decision.

Notification

The interested party shall be deemed to have been informed of the decision within seven (7) days of the sending of the decision by post or on the date marked on the acknowledgement of receipt or notification certificate.

An electronically sent document shall be deemed to have been served on the third (3rd) day of the sending of the message unless proved otherwise.

Contents of the appeal letter

The appeal must include

- the contact information of the person who submitted or drafted the appeal (name, place of residence, postal address and telephone number during office hours),
- the decision appealed against,
- the parts of the decision to be rectified and the changes to be made, and
- the grounds for the appeal.

The appeal must be signed by the person who submitted or drafted it.

Enclose with the appeal

- the decision appealed against, and
- a certificate of the day of receiving notice.

Delivering the appeal

The appeal must be delivered within the appeal period to the Regional State Administrative Agency of Southern Finland at the following address:

Regional State Administrative Agency of Southern Finland
Helsinki office, P.O. Box 150, FI-13101 Hämeenlinna.
Street address: Ratapihantie 9, Helsinki
Tel. +358 29 5016000, Fax number +358 9 615 005 33
kirjaamo.etela(at)avi.fi
Office hours 8:00 am–4:15 pm.

At your own risk, the appeal can be sent by post or courier. The appeal documents must be posted early enough for them to arrive before the end of office hours on the last day of the appeal period. At your own risk, the appeal can also be sent by fax or e-mail before the end of the appeal period. A document to be delivered by a set deadline must be sent before the deadline such that the document is accessible to the authority in a receiving device or information system.