



Absence Form

Please fill in the form:

TO BE COMPLETED BY THE PARENT	
Student's Name:	Class : Section :
Reason for being absent :-	
Missed test(s) :- Subject(s) :	Date of missed test :
Important instructions :- <ol style="list-style-type: none">1. Absence without reasonable excuse is a violation.2. If the student is absent for more than 10 days (continuously or separately) the Ministry of Education should be informed.3. Student's absence without an acceptable excuse affects his/ her overall behavior assessment.4. Parents bear the responsibility for the missed lessons if the student is absent.5. The school decides to give the student a re-test in the case of acceptable excuse.	
I the parent of, Grade Certify that I have read the above instructions, and agreed that the school has the right to take appropriate action if my ward is repeatedly absent without an acceptable excuse.	
Total days of absence:	From: To:

Parent Signature

Date

Please attach with the form: medical certificate and send it via the correspondence book no later than a day from the absence form date.

FOR COUNSELING AND GUIDANCE DEPARTMENT USE ONLY (Please put tick)	
<input type="checkbox"/> Recording the student's absence as an acceptable excuse	
<input type="checkbox"/> Recording the student's absence without an acceptable excuse	
<input type="checkbox"/> Approved the re-tests	<input type="checkbox"/> Has not been approved for re-tests

Supervisor's Signature

Date

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