



## Student extended leave form

Please complete the student extended leave form below and return to the School Administration Office.

Student's Name: \_\_\_\_\_ Room No.: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Room No.: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Room No.: \_\_\_\_\_

Reason for Absence from School:

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Leave Dates:

From:	To:	Number of Days:

Parent or Guardian:

Name: \_\_\_\_\_

Relationship to Students: \_\_\_\_\_

Contact No. (MOB): \_\_\_\_\_ Home: \_\_\_\_\_

Email: \_\_\_\_\_

We acknowledge that while our child is absent from school, assessments may take place which could affect their achievement levels.

In terms of attendance records and reporting to the Ministry of Education, absences are deemed notified/unjustified. It is a Ministry of Education requirement that any child absent from school for 20 consecutive school days will be removed from the school roll.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use:

Principal: \_\_\_\_\_ Date: \_\_\_\_\_