



## (Absence Request)

**To: Respected School Principal,**

This is to inform you that my son/ daughter: \_\_\_\_\_ in grade: \_\_\_\_\_ class: \_\_\_\_\_ will not attend school from (day) \_\_\_\_\_ (date) \_\_\_\_\_ to (day) \_\_\_\_\_ (date) \_\_\_\_\_ due to the following reason/s:

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- My daughter/son receives support from the Student Support Unit  
 My daughter/son doesn't receive support from the Student Support Unit

For more information, please contact me at:

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Job: \_\_\_\_\_

### (Pledge)

I, \_\_\_\_\_, hereby commit to be responsible for contacting the homeroom teacher/ subject teacher in order to receive the lesson plan during my daughter's/ son's absence. We will be responsible for our daughter's/ son's learning to the skills and objectives of the lessons during her/ his absence. My daughter/ son will be assessed on those skills and objectives upon her/ his return.

Guardian's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### (Report)

**Respected guardian of \_\_\_\_\_,**

Due to the circumstances mentioned above, we have no objection on the student's absence. However, the student is responsible to learn all the skills she/ he misses during her/ his absence. The student will be assessed on those skills and objectives upon her/ his return and we will send you the results.

We apologize for not accepting this request due to the following reasons:

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- Recurring consecutive or intermittent absence impact the student's level.  
 Recurring consecutive or intermittent unexcused absence will lead to considering the student's continuation at school.  
 The absence will be considered as an unexcused absence. Thus, the grading policy will be applied.

**Thank you for understanding and cooperation.**

- Copy to the student's guardian
- Copy to the grade level supervisor and student's teacher
- Original copy will be kept in the student's file

\* Please note that travelling is not considered as an excuse for absence as mentioned in the punctuality policy especially before or after any official vacation.