

Date : _____

The Principal
Kuo Chuan Presbyterian Primary School

INFORMING SCHOOL OF CHILD'S ABSENCE

DURING SCHOOL TERM

I wish to inform the school that my child/ward will be absent from school **during school term** between _____ and _____ due to :

Reason : ☐ Holidays ☐ Visit relatives ☐ Medical or other reason (please specify below):

<i>If travelling overseas, to which country? :</i>		
<i>Travelling Dates :</i>	<i>Leaving Singapore :</i>	<i>Returning to Singapore :</i>
<input type="checkbox"/> <i>I have made a Travel Declaration via Parents' Gateway.</i>		

My child/ward will be returning to school on _____.

I understand that during this period of absence, my child's attendance records will be reflected as "Absent".

During this period of absence, I will undertake fully the responsibility of my child's progress in meeting formal curriculum learning outcome to minimise disruptions to his/her learning progress and to ensure that he/she is sufficiently prepared for the rigour of school work upon his/her return.

His/her particulars are as follows:

Name : _____ Class : _____ BC No.: _____

Nationality : ☐ Singapore Citizen ☐ SPR Student ☐ International Student

Parent's Name: _____ Relationship : _____

Email : _____ Mobile : _____

Parent's Signature : _____

Form Teacher's signature / Date

Principal's signature / Date

Form Teacher's
name : _____