



King Mongkut's International Demonstration School  
STUDENT LEAVE FORM

\_\_\_\_\_ / \_\_\_\_\_  
Student's Name ID Number Grade/Section

\_\_\_\_\_  
Date(s) of Absence(s)

**Note: Student/Parents must be responsible to follow up with the missed lessons, homework, tests and exams. This form does not guarantee the student will be provided a makeup test/exam. (Please complete this form and submit to the Office of the Registrar).**

Indicate below the valid cause for the student's absence(s): Student should provide proper documentation for their absence(s).

- Medical/Dental Reasons  Observance of a religious holiday
- Family Emergency  School-related functions  University visitation
- Other (Please specify): \_\_\_\_\_

Please provide details for cause of absence (provide supporting documents if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent's Name and Signature

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Student's Name and Signature

\_\_\_\_\_  
Homeroom Teacher's Signature

**For Admin Use Only:**

Excused Absence Date: \_\_\_\_\_

Unexcused Absence Date: \_\_\_\_\_

Total No. of Excused Absence: \_\_\_\_\_

Total No. of Unexcused Absence: \_\_\_\_\_

**Approved by:**

\_\_\_\_\_  
Deputy Director for Academic Services' Signature

\_\_\_\_\_  
School Director's Signature

*If you have further questions and clarifications please do not hesitate to contact the Office of the Registrar.*