



**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.