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.