

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 between

\_\_\_\_\_ and \_\_\_\_\_ due to :

Travelling overseas (Country : \_\_\_\_\_ Purpose : \_\_\_\_\_ )

Other reason/s (please specify below) :

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

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 :  International Student  SPR Student  Singapore Citizen

I declare that I have settled my child/ward's outstanding fees of S\$\_\_\_\_\_ up to the month of \_\_\_\_\_ on \_\_\_\_\_ via cash/cheque/GIRO.

My child/ward will be returning to school on \_\_\_\_\_.

Parent's Name: \_\_\_\_\_ Relationship : \_\_\_\_\_

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

Parent's Signature : \_\_\_\_\_

\_\_\_\_\_

Principal's acknowledgement / Date

Form Teacher's acknowledgement / Date

Form Teacher's name : \_\_\_\_\_