

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/children or ward/s will be absent from school **during school term** :

From	To	Return to school on:
/ /	/ /	/ /

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

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

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.**

Child/Children or Ward/s is/are as follows:

Full Name	Class	For School's Use	
		FT	FT Signature & Date

Parent's Name:	Relationship :	Parent's Signature & Date
Email :	Mobile :	

Principal's Signature / Date