

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 _____.

I have made a Travel Declaration via Parents Gateway.

Parent's Name: _____ Relationship : _____

Email : _____ Mobile : _____

Parent's Signature : _____

Principal's acknowledgement / Date

Form Teacher's acknowledgement / Date

Form Teacher's name :