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: ___________________________