



Absence Notification Slip (Secondary)

NOTIFICATION OF ABSENCE / ARRIVING LATE / MISSED / LEAVING EARLY FROM SCHOOL

Student: _____

Year: _____

Homeroom Teacher: _____

Date of Request: _____

Exit Time: _____

Return Time: _____

Arriving late

Leaving early

Absent whole day

Reason for Absence:

Requested by:

Name of Parent / Guardian

Signature & Date

Email: _____

Handphone No: _____

- Approved as an authorised absence
- Acknowledged as an explained absence
- Application not approved by Secondary Office

Acknowledged and Signed by Secondary Office:

Name

Signature & Date

Acknowledged & Stored by Homeroom Teacher: _____

NOTE

1. Except in cases of sudden illness, students will not be allowed to leave campus without authorisation from parents or guardians.
2. Student Planners are to be brought, together with this form, to the Secondary Office for approval where the planner will be stamped. Students will then pass the completed form to their homeroom teacher for safekeeping and show the stamp to the security guard in order to exit the campus.
3. Students leaving school mid-day or early should bring this form to the Secondary Office before 9.00am.
4. Students are not permitted to leave school without the permission stamp on their Student Planner.
5. Students must see Subject Teachers before their absence to get work missed. Students are responsible for all work given in their absence.
6. Projects or homework due on the date must be submitted before the absence.
7. This form is to be used with QP41/F01 Student Absence Form.
8. This form serves as notification of absence. It does not necessarily indicate the absence is 'approved' by the school. Students must monitor their own absences and ensure they adhere to school guidelines.
9. Authorised absences are not included in end of semester absence reporting.