



Australian International School Hong Kong
香港澳洲國際學校

STUDENT LEAVE INFORMATION FORM

Application for Leave from School

Student Name: _____ Year Group: _____

I intend to be absent from school for _____ days.

From: _____

To: _____

Reason for absence:

Parent's Signature Date: _____

Teacher's Recommendation: Leave to be approved: Yes / No
Number of days absent this year: _____

Comments/Concerns: _____

Class/Homeroom Teacher's Signature: Date: _____

Head of Division's Decision: Approved / Not Approved

Signature: *Head of Division* Date: _____

Division Office:

Endorsed *Original returned to parent. Copies: office file, student file.*