NOTIFICATION OF STUDENT ABSENCE

by parent for personal leave for his/her child

Renaissance College 啓新書院

To be submitted to the Secondary Office at least 10 school days prior to the planned absence.

Student Name: _____ Advisory _____

Date(s)/Time(s) of Absence: _____ Number of school days _____

Reason for Absence: _____

_____

_____

_____

I understand that, during the absence period, my son/daughter is still responsible for all subject matter and assessments missed. The College cannot be held responsible for the time lost or the consequences resulting there from.

I understand that it is the responsibility of my son/daughter to inform each of his/her subject teachers using the accompanying form. On this form the subject teachers may assign work in compensation for the missed class time. Assignments given prior to the absence and to be submitted during the absence will be due on the day of return unless otherwise arranged and provided prior permission from teacher has been obtained.

_____ _____

Name of Parent/Guardian Signature of Parent/Guardian

For School Use

*Date Received in Secondary Office:*_____

Comments to Student:

Hong Kong _____

Date

Signed: _____

(Head of Year)

Signed: _____

(Vice Principal Secondary - Pastoral)

- ❒ Original to Student

Copies to:

- ❒ Advisor
- ❒ Head of Year
- ❒ Secondary Office
- ❒ Student File

Student Absence from Class

Subject Teacher / Advisor Comments

Renaissance College 啓新書院

Student Name: _____ Advisory _____

Date(s)/Time(s) of Absence: _____ Number of school days _____

Reason for Absence: _____

_____

_____

Subject Teacher Comments Regarding This Absence:

Subject	Teacher	Comments / Schoolwork to be Completed During Absence

Advisor Comments:

Return this form to _____ by the date _____

(***NOTE:*** *If this form pertains to a school-organised event, then failure to return form by stated date may jeopardize your participation in the event.)*