

Request for Absence

Student I.D. Number : _____ Class: _____

I, _____ (English name as printed on HKID), am writing to request absence. I have consulted all parties, including my subject teachers, the IB Coordinator and also my parents. I am fully aware that this may affect my attendance record and that I am responsible for making up any work caused by this absence.

Date: From _____ **to** _____

Time: From _____ **to** _____

Reasons for absence (☐ Personal - *please provide evidence* ☐ School Activity)

Subject	Teacher Approval	Make up work and deadline	Teacher Checked

Signature of Student, date

Signature of Teacher/Parent, date

(Office Use Only)

☐ Accepted ☐ Rejected

Signature of IB Coordinator, date

-----  -----
Please return this slip to IB Admin Office (Request for Absence)

Student Name: _____ Class: _____

Date: From _____ to _____

Time: From _____ to _____

Reasons for absence (☐ Personal - *please provide evidence* ☐ School Activity)

Signature of IB Coordinator