

STUDENT LEAVE RECORD

Name : _____

Date : _____

Course : _____

Class : _____

Type of Leave	From	To	Supporting Doc
<input type="checkbox"/> MC	_____	to _____ inclusive	<input type="checkbox"/>
<input type="checkbox"/> Home Leave	_____	to _____ inclusive	<input type="checkbox"/>
<input type="checkbox"/> Others	_____	to _____ inclusive	<input type="checkbox"/>
Reasons	_____		

Note:

- All leave applications, except MC, must be submitted at least 3 working days in advanced. Students who do not submit their leave applications on time may be recorded as being absent.
- Any urgent or special requests must be made in writing and supported with evidence. Your application will be considered on a case-by-case basis.
- All leave applications must be accompanied with supporting document, eg. MC, 2-way air ticket or medical report. Incomplete applications will not be accepted and students may be recorded as being absent.
- Original MCs must be submitted immediately once the student returns to school.
- Please submit all leave applications to the Front Desk.

(If student is below 18 yrs old)

Student's Signature : _____ Parent/Guardian Signature : _____

Parent/Guardian's Name : _____ Parent/Guardian Contact info : _____

Additional note for students enrolled in the following courses:

- Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level)
- Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) (Extended)
- Preparatory Course for Singapore-Cambridge General Certificate of Education (Advanced Level)
- Preparatory Course for Singapore-Cambridge General Certificate of Education (Advanced Level) (24 Months)
- Preparatory Course for IGCSE Programmes
- Higher Learning Programmes

- Students enrolled in the above courses are strictly not allowed to take leave during school term. Students who go on leave during school term may be recorded as being absent.

For official use:

O/A Level Preparatory, IGCSE Preparatory & Higher Learning Programmes
Others

Received By : _____ (PM)

Received By : _____

Received Date : _____

Received Date : _____

 Approved Not Approved

Acknowledged By : _____