



Korea International School

Extended Absence Form

Today's Date: _____

This form must be completed by parents when requesting an extended absence from school.

Name of Student: _____ Grade: _____

Absent Start Date: _____ Absent End Date: _____

Reason: _____

* This should accompany a letter to the school principal.

Parent Signature: _____ Approved: _____
(Principal)

Assignments required during absence. (Materials and handouts will be attached.) Students will be accountable for all work missed.

Class: A	<u>Comments:</u>	Class: E	<u>Comments:</u>
Sign		Sign	
Class: B	<u>Comments:</u>	Class: F	<u>Comments:</u>
Sign		Sign	
Class: C	<u>Comments:</u>	Class: G	<u>Comments:</u>
Sign		Sign	
Class: D	<u>Comments:</u>	Class: H	<u>Comments:</u>
Sign		Sign	

Please send this form to (fax) 031-724-5806 with the parent signature and reason for extended absence to confirm all the information above. Thank you.