



Korea International School

Extended Absence Form

This form must be turned in one (1) week prior to the student's absence.

This form may be completed by student and should accompany a letter to the school principal when requesting an extended absence from school.

Today's Date: _____

Full Name of Student: _____ Grade/ Student Number: _____

Absent Start Date: _____ Absent End Date: _____

Reason: _____

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 | |