

# 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 parent letter or a related official document.

Parent Signature: \_\_\_\_\_ Approved: \_\_\_\_\_

(Principal)

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

Class: 1	<u>Comments:</u>	Class: 5	<u>Comments:</u>
Sign		Sign	
Class: 2	<u>Comments:</u>	Class: 6	<u>Comments:</u>
Sign		Sign	
Class: 3	<u>Comments:</u>	Class: 7	<u>Comments:</u>
Sign		Sign	
Class: 4	<u>Comments:</u>	Class : 8	<u>Comments:</u>
Sign		Sign	

Please send this form to ([eypark@kis.or.kr](mailto:eypark@kis.or.kr)/FAX.0317245702) with the parent signature and reason for extended absence to confirm all the information above. Thank you.