



## Absence Information/Request

### Information

Student's

Name: \_\_\_\_\_

Grade/

Level/Section: \_\_\_\_\_

Homeroom

Teacher: \_\_\_\_\_

### Type of Absence Information / Absence Requested:

Sickness

Vacation

Other

### Dates of Absence:

From: \_\_\_\_\_

To: \_\_\_\_\_

### Reason for Absence: \_\_\_\_\_

PE participation excuse: duration, specification: \_\_\_\_\_

Any **Absence Information due to sickness** must be given to the School's Secretary (via text, call **09062716736** or email: **secretariat@gesm.org**) in the morning before 7:30 am. The homeroom teacher may also be informed as a courtesy but this is not mandatory.

Absence due to **sickness** for more than three days should be accompanied by a medical/doctor's certificate.

You must submit requests for absences, other than sick leave, **three days prior** to the first day you will be absent to the homeroom teacher.

For details see the **Handbook for Parents**, page 17, chapter 08.

\_\_\_\_\_  
Parent's Signature over Printed Name

\_\_\_\_\_  
Date

### Approval

Approved

Rejected

\_\_\_\_\_  
Head of School's/Section's Signature over Printed Name

\_\_\_\_\_  
Date

**Comments:**