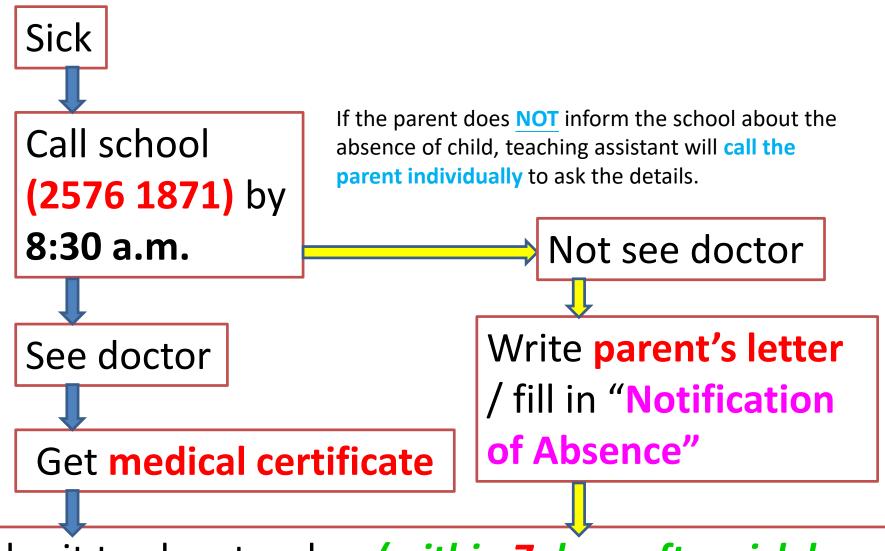


### **Application for leave**

Mr SZETO Pak-hong
(Teacher i/c of Class Registers & Enrolment Returns)

#### **Application for leave (Sick Leave)**



Submit to class teacher (within 7 days after sick leave)

#### Sir Ellis Kadoorie Secondary School (West Kowloon) Notification of Absence

(This form should be handed in within 7 school days on returning to school.)

Name	Class	()	
Date(s) of absence			
Reason			
CT's remarks <u>sick / others</u>	Parent's signature		
CT's Initial and signature	Parent's name		
Date	Date		
For o	fficial use		
Supporting document submitted (if applicable)	Not necessary	Class register updat	hod
You can get this	form from (name and date)	oldo registor apaat	cu
the General Offic	ce!!		

#### **Application for leave (Sick Leave)**

The student should submit the medical certificate / parent's letter / notification of absence / supporting documents to the class teacher within 7 school days on returning to school.

After 7 school days, all the documents will **NOT** be accepted!! = absence without valid reason

Absence without valid reason → Conduct Grade ↓

## → Affect the promotion!!!

#### **Application for leave (in advance)**

The student should submit parent's letter AND supporting document (e.g. medical appointment letter, etc.) to class teacher in advance.

If the student apply for more than one day leave, he/she should submit parent's letter AND supporting document (e.g. e-air ticket, etc.) to Principal through class teacher to seek his approval first.

\*\*However, you are strongly recommended to travel during long school holidays instead of school days!

# THANK YOU!!

