



# IRFAN COLLEGE

## STUDENT EXTENDED ABSENCE REQUEST FORM

- Extended absences can be approved for **two school weeks only**. Parents are encouraged to use the term breaks to **extend their holidays**.
- **School fees are still expected to be paid during the students' extended absences.**

### 1. Student Name:

\_\_\_\_\_ Class: \_\_\_\_\_

Reason for long term absence: \_\_\_\_\_

\_\_\_\_\_

Date for Leaving:

/ /

Date for Return:

/ /

Parent/Guardian Name:

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

Home Phone:

\_\_\_\_\_

Work Phone:

\_\_\_\_\_

Mobile Phone:

\_\_\_\_\_

Overseas phone:

\_\_\_\_\_

Email:

\_\_\_\_\_

Date:

/ /

Please submit this form to the admin office to finalise the request

### 2. Approval of Primary/Secondary Coordinator

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

Approved Dates

Non-Approved Dates

from \_\_\_\_/\_\_\_\_/\_\_\_\_

from \_\_\_\_/\_\_\_\_/\_\_\_\_

to \_\_\_\_/\_\_\_\_/\_\_\_\_

to \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Non-Approval Dates:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: / /

Signature: \_\_\_\_\_

After completion of approvals, office needs to:

- provide a copy of this form to the parent/guardian.
- inform relevant staff members

### 3. Principal's Approval:

Approved

Not Approved

Date: / /

Signature: \_\_\_\_\_