

## Appendix 2: Form to leave school during school hours for pupils from M1 to D3

**Date:** .....

**Name:** ..... **Class:** .....

Block	Subject	Subject Teacher	Signature	Remarks
1				
2				
3				
4				
5				

If you need to leave school during the school day because of illness or unexpected circumstances you need to fill out this form and get the signature of all teachers whose lessons you will miss. When you have got all necessary signatures you give the form to your form teacher or - if he/she is absent – to your Principal (Middle Years: Ms Walter, Diploma: Ms Howlett). The form teacher/Principal will then inform the parents.

**Remarks from the form teacher:**

.....

.....

**Form teacher's /Principal's signature:**

\_\_\_\_\_

**I am informed about the absenteeism of my child.**

\_\_\_\_\_  
*Parent's signature*