

AUSTRALIAN INTERNATIONAL SCHOOL MALAYSIA

APPLICATION FOR LEAVE

JUNIOR SCHOOL & MIDDLE SCHOOL (PREP – YEAR 8)



Name:		Year :	
Leave Date (s):			
Reason for Leave:			
Parent's Signature:		Date:	

This form has to be completed and submitted to the Junior School Reception or the Middle & Senior School Reception 5 days prior to the leave date.

Leave has been granted / not granted for the dates mentioned in this application.

HOS Signature :		Date:	
Admin Office Acknowledgement:		Date:	

Original for the Junior School Reception or the Middle & Senior School Reception and a copy to be given to parents.

AUSTRALIAN INTERNATIONAL SCHOOL MALAYSIA

APPLICATION FOR LEAVE

SENIOR SCHOOL (YEAR 9 – YEAR 12)



Students in Year 9 and 10 (School Certificate), Year 11 (preliminary) and Year 12 (Higher School Certificate) need to meet the Board of Studies (BOS) requirements with regards to attendance and assessment.

For this reason, students should seek approval for sustained absences or for absences leading up to or during assessment tasks, when the absences are known in advance. Students and parents should refer to the appropriate sections of the Assessment Manual.

Name:		Year:
Leave Date (s)		
Reason for Leave:		

No	Subject	Assessment Task Conflict		Subject Teacher's Signature
		Yes. Please mention if it can be reschedule	No	
Student's Signature:			Date:	
Parent's Signature:			Date:	

1. A copy of the supporting document must be attached to the application.
2. Please return this form to the Middle & Senior School Reception 5 days prior to the leave date.

The implications of taking this absence have been explained to the students.

Senior School Curriculum Coordinator's Signature:		Date:	
Head of School's Signature:		Date:	

Leave has been granted / not granted for the dates mentioned in this application.

Assistant Principal / Principal Signature		Date:	
Administration office Acknowledgement		Date:	

Original to be kept in Middle & Senior School Reception. Copy to be given to parents.