



# International School of Helsingborg

## Request for Absence

Please complete **one form per student.**

The ***MYP or DP Mentor Teacher*** may permit absences for a maximum of two days. If there is a special reason the principal may permit a longer absence, ***not exceeding ten days*** during the school year.

STUDENT'S NAME \_\_\_\_\_ CLASS \_\_\_\_\_

I \_\_\_\_\_ request that my child be absent from school from  
Parent/Guardian's name  
\_\_\_\_\_ to \_\_\_\_\_ No of days \_\_\_\_\_  
date date

Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature Parent / Guardian

Date

Block Letters

### PYP CLASS TEACHER / MYP MENTOR TEACHER PERMISSION

Permitted

Not Permitted

\_\_\_\_\_  
MentorTeacher

### PRINCIPAL PERMISSION

Permitted

Not Permitted

\_\_\_\_\_  
Principal

*It is the student's responsibility to contact each teacher individually prior to his/her absence to ask for work he/she is going to miss. No extra teaching is given by the school because of a child's absence.*