Absence Form

Please fill in the form:

<table>
<thead>
<tr>
<th>TO BE COMPLETED BY THE PARENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Name:</td>
</tr>
<tr>
<td>Reason for being absent :-</td>
</tr>
<tr>
<td>Missed test(s) :- Subject(s) :</td>
</tr>
</tbody>
</table>

**Important instructions :-**
1. Absence without reasonable excuse is a violation.
2. If the student is absent for more than 10 days (continuously or separately) the Ministry of Education should be informed.
3. Student's absence without an acceptable excuse affects his/ her overall behavior assessment.
4. Parents bear the responsibility for the missed lessons if the student is absent.
5. The school decides to give the student a re-test in the case of acceptable excuse.

I the parent of ............................................, Grade ............. Certify that I have read the above instructions, and agreed that the school has the right to take appropriate action if my ward is repeatedly absent without an acceptable excuse.

<table>
<thead>
<tr>
<th>Total days of absence:</th>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
</table>

Parent Signature ___________ Date ___________

Please attach with the form: medical certificate and send it via the correspondence book no later than a day from the absence form date.

**FOR COUNSELING AND GUIDANCE DEPARTMENT USE ONLY (Please put tick)**

- [ ] Recording the student's absence as an acceptable excuse
- [ ] Recording the student's absence without an acceptable excuse
- [ ] Approved the re-tests ___________ [ ] Has not been approved for re-tests ___________

Supervisor’s Signature ___________ Date ___________

صر.ب. رقم 26299 ، المنامة ، مملكة البحرين هاتف: 66 (00973) 17403666 هاتف: 66 (00973) 17404074
P.O.Box : 26299, Manama, Kingdom of Bahrain, Tel : (00973) 17403666, Fax : (00973) 17404074
E- Mail : info@apgschool.com Website:www.apgschool.com