

Absence notification from Madrasah for an UNPLANNED event

Please complete entire form except grey shaded areas

Office Copy (Unauthorised Absence)

Students Name:	Students Level:
Absent From Date:	Return to Madrasah Date:
Detailed reason for absence:	
Signature:	Date:
Print Name:	Contact No:

Accepted By:	Date:
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Class / Teachers Copy (Unauthorised Absence)

Students Name:	Students Level:
Absent From Date:	Return to Madrasah Date:
Reason for absence:	



1. One form per student. Please do not write multiple student names on this form.
2. This notice must be handed in to the office at the latest on the day of returning to madrasah.
3. This request is for unplanned absence only. If a student is requesting leave for a planned event please use "PLANNED REQUEST" form.
4. This notice will mark the student as "unauthorized absent"
5. Please hand this form in to the madrasah office