

Leave Request Form
Learn Satit Pattana School

Day.....Month.....Year.....

Subject: Personal Leave Sick Leave Personal Leave (Exceeding 2 Weeks) Sick Leave (Exceeding 2 Weeks)

To: Homeroom Teacher (IDP)

I, Mr. Ms., a student of Mathayom (Grade)...../.....,
student ID....., am unable to attend school due to.....

Therefore, I would like to request leave from the date..... (time.....)
from the date..... (time.....), for a total of day(s). I have verified my
leave entitlement and will take responsibility for catching up on lessons and assignments upon my return.

Respectfully yours,

I certify that the above information is true.

Signature:(Student)
(.....)

Signature: (Parent)
(.....)

Phone number.....

- หมายเหตุ**
- In case of personal leave not exceeding 2 weeks, relevant supporting documents (if any) and submit 2-5 days in advance.
 - In case of sick leave not exceeding 2 weeks, a medical certificate required only for sick leave of 3 or more consecutive days, and the student should notify the homeroom teacher immediately upon falling ill.
 - In case of personal or sick leave exceeding 2 weeks, supporting documents must always be attached, and submit at least 1 week in advance. Afterwards, the homeroom teacher shall forward the signed leave form to the Deputy Director.

Leave acknowledged with complete supporting documents.

Signature:(IDP Teacher)

Date:/...../.....

(Only in case of leave more than 2 weeks. The Academic Affairs Department will record leave if approved.)

Comments from the Student Affairs Department:	Comments from the Academic Affairs Department:
Signature: Deputy Director of Student Affairs	Signature: Deputy Director of Academic Affairs