

**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 [date]..... (time.....)  
to [date]..... (time.....), for a total of ..... day(s). I will ensure all missed  
lessons and assignments are completed upon my return to maintain my academic progress.

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. Student Affairs or Academic Affairs 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