



Ramkhamhaeng Advent International School

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EMERGENCY ABSENCE FORM

Please fill up this form if you were absent due to any unexpected reason. Submit to the Principal's Office for record. This form must be submitted on the day you return to work or not more than three days after being absent.

Date _____

Name _____
(Last) (First) (Middle)

Name of substitute, if any: _____

Date of absence from: _____ to _____ Number of days: _____

Did you notify the school of your absence? Yes No

How?

Called Letter Asked a friend others

Specify: _____

Reason for absence: _____

Teacher's signature: _____

Principal's signature: _____ Date: _____

Approved Not approved

For office use only: _____

