



CHITTAGONG GRAMMAR SCHOOL

E d u c a t i o n f o r l i f e

APPLICATION FOR STUDENT ABSENCE OR SICKNESS REPORT following sickness absence

Student Surname:	First name:	Class	ID#
Dates Requested, From:	To:	Total number of days:	
Purpose of holiday absence or reason for sickness absence:			
Signature of Parent:		Today's date:	
Class Teacher name:		Signature:	
Application accepted / not accepted. Signed:		Head of School	

Notes for Parents. We do not recommend absence on school days. Students can miss work which may never be caught up on. The school will not take responsibility for the performance of students who take long absences. Lost education may never be recouped. Holiday absence is not approved until you hear from us. Unauthorized absence is dealt with very strictly.