



AMERICAN SCHOOL IN TAICHUNG



EXCELLENCE INTEGRITY RESPONSIBILITY

Planned Absence Slip

Student Name _____ Grade _____
has permission to be absent from school from

_____ TO _____ inclusive
Starting Date Ending Date

Reason _____

Parent's Signature

Date

Please excuse this student for his/her absence during this period and give him/her assignments to complete on his/her own during this time.

Classes to be Missed	Teachers' Signature	Assignment

AST Divisional Principal: _____ Date _____

This form must be signed by the divisional principal and homeroom teachers **three days** before the planned absence. Then it must be returned to the registrar on C2 F at the Secondary Library.

**A copy of this form can be obtained from AST Website -> Community > Forms*