



International Community School,
27A Jubilee Road, Singapore 128575
Phone: 6776-7432 Fax: 6776-7436 E-mail: info@ics.edu.sg

Explanation of Absence (Emergency/Illness) Form

In cases of illness or emergency, the parent should phone, fax, e-mail or send this form to the office before 8:40 am on the day of absence. Please consult the Parent/Student Handbook for further explanation of the school's absentee policy.

Name _____ Grade _____

Date(s) of absence _____ Time of absence _____

Reason for absence:

Prearranged Absent Form

Please send notice for prearranged absences: Parents of absents students must give advance notice via phone, fax, or e-mail to the office (and to the classroom teacher, if the student is in elementary school) at least 48 hours in advance. Please consult the Parent/Student Handbook for further explanation of approved leave.

Name _____ Date of Request _____

Date(s) of absence _____

Time of absence _____

Reason for absence: (Tick one)

- Doctor/Dentist Appointment
- Must come late to school (please explain why) _____
- Must leave school early (please explain why) _____
- My child will not ride school bus today.
- Personal _____

Principal approval: _____ Date approved: _____