



## Absence of Parents from Hong Kong

If both parents plan to leave Hong Kong on a business trip or holiday during term time, they must inform the school and fill in this form and include information regarding guardianship, contacts and addresses. It is important for the school to know about parents' absences as it helps the school in understanding and working with your child.

Thank you.

**Mina Dunstan**  
Principal

NAME OF CHILD(REN)	CLASS(ES)
1)	
2)	
3)	
4)	

DATES OF ABSENCE	
FROM:	TO:

OFFICIAL GUARDIAN(S)			
NAME:	HOME NUMBER:	OFFICE NUMBER:	MOBILE NUMBER:
1)			
2)			

**PLEASE NOTE:** A responsible person, other than an employee, should be authorised to make decisions concerning the child's welfare in case of illness or accident. **The acting guardian needs the child's passport or birth certificate for emergency treatment of the child.**

Name of parent: \_\_\_\_\_ Signed: \_\_\_\_\_

Parent's email address: \_\_\_\_\_ Date: \_\_\_\_\_