

Hong Kong Red Cross John F. Kennedy Centre

Sick Leave and Early Leave Application Form

Notice to Parents:

- If students are planning to leave school early (before 3:45 p.m.), please complete this application form and submit it to the office.
- For boarders, if students are planning to leave school after 3:45 p.m., please complete the application at the Nursing Department.

Application Form (Please put “✓” in the appropriate boxes)

Student Name : _____ Class : _____ <input type="checkbox"/> Day Student <input type="checkbox"/> Boarder
Date of Leave (YY/MM/DD) : _____ Time: _____ am /pm
Estimated time of returning to school: _____ Time: _____ am /pm
Will your child go home by school bus / Rehabus from school : <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Early leave: _____ <input type="checkbox"/> Follow-up treatment <input type="checkbox"/> Sickness <input type="checkbox"/> Family matters <input type="checkbox"/> Other :
Accompanying Persons: _____ Signature: _____
Relationship to student : <input type="checkbox"/> Parent <input type="checkbox"/> Domestic Helper <input type="checkbox"/> Other :

For Office Use Only

Date of Application : _____

(A) The application form should be signed by the teacher in class or the person-in-charge.

Name of Person-in-charge :	Signature:
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(B) The photocopy of the form should be given to the class teacher before 3:45 p.m.
For boarders, the photocopy of the form should be given to the class teacher and the Nursing Department before 3:45 p.m.

(Please put “✓” in the appropriate boxes)	
● For day students: A photocopy of the form has been given to the class teacher. <input type="checkbox"/>	
● For boarders: A photocopy of the form has been given to the class teacher and the Nursing Department <input type="checkbox"/>	
Person-in-charge (General Office) :	Signature:

(C) The form should be given to the staff member responsible for bus routes for follow-up and filing.

Person-in-charge (Bus Route) :	Signature:
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