

Student Temporary Leave Form (up to 1 semester)

Note: Please turn in this form at least two weeks before your student's last school day to ensure that you are able to pick up the complete school record. The record can be picked up in the school office on the student's last day of school.

Date of Request:		Grade Level:	
Leave Date:	Return Date:	Reason for request:	

STUDENT INFORMATION	Name:		Student ID:	
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PARENTS INFORMATION

Father's Full Name:	Mother's Full Name:
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PRESENT (1) and PERMANENT(2) ADDRESS

1.	
2.	
Phone:	E-mail:

The students will be attending/transferring to the following school: (please include full name of school and address)

Middle and High School Student should have teachers and staff complete the following and sign where indicated:

Locker(s) cleared:		Library Book(s) returned:	
Chromebook returned (IT): (All MS and HS students)		Yearbook to be received?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Textbooks/materials returned:

Name of Subject/Teacher	Returned? Teacher initial		Name of Subject/Teacher	Returned? Teacher initial	
	Yes	No		Yes	No

**** Please note that during this temporary leave, your CMIS enrollment status will be suspended until you return, by the date identified on this form.**

If you plan to leave the country, please cancel your student visa. More information / questions, please contact Khun Atipu at the Registrar office at registrar@cmis.ac.th

Parent Signature:	Contact Phone:
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FOR OFFICE USE ONLY (FINANCE OFFICE)

Date Received:		Received by:	
Fees Check:		Deposit remains on file for future return:	Copy to Registrar's Office