

**The Boys' Brigade
7th Singapore Company (St Andrew's Secondary School)**



Application for Excuse

(A) Boys' Declaration

Rank & Name: _____ Squad: _____ Class: _____

Date Absent : _____

Reason for Absence: _____

Supporting Documents: MC / Teacher's Memo / Parent's Letter / Others

Signature: _____ Date: _____

(B) Parent's / Guardian's / Teacher's Acknowledgement

Name: _____ Relation: _____

Remarks (if any): _____

Signature: _____ Date: _____

(C) Authorisation (For Official Use Only):

The above application is approved / not approved.

Signature: _____ Date: _____

Please Note:

Only the following reasons will be considered for excuse:

1. Sick (with medical certificate)
2. School Classes / Events / Programmes (with teacher's memo)
3. Compassionate Grounds (with parent's letter)

Any other reasons with supporting parent's letter will be for accountability purposes and not valid as an excuse ie you will be marked absent

Excuse forms MUST be handed in within 1 week of absence to Mr Jansen Ho.

(D) Reply Slip (For Official Use Only)

YOUR APPLICATION FOR EXCUSE FROM PARADE HELD ON _____ IS
APPROVED / NOT APPROVED. **PLEASE KEEP THIS REPLY SLIP FOR FUTURE USE.**

RANK & NAME:

SQUAD:

APPROVED BY: _____ **SIGNATURE:** _____ **DATE:** _____