

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



Application for Excuse/Late Coming/Leaving Early

(A) Boys' Declaration

Rank & Name: _____ Squad: _____ Class: _____

Date: _____

Reason: _____

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

Signature: _____ Date: _____

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

Name: _____ Relation: _____

Memo:

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 Company Secretary