



CHIJ Primary (Toa Payoh)

~Simple in Virtue ~~ Steadfast in Duty~

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Application for Student's Early Dismissal / Late Entry

Part I: To be completed by Parent (for early departure or late entry known in advance) / Student (for early departure not known in advance)*

Name of Student: _____ Class: _____

I wish / My child wishes* to apply to leave/ enter* the school during school hours on _____(date)

at _____ am/pm* for the following reason _____.

Name of sister/s in CHIJ Primary & Class of sister/s: _____

Signature of Student Name & Signature of Parent (if known in advance) Date

Part II: To be completed by FT / Subject Teacher / AED / TA

The application is approved / not approved*.

Name of Teacher / AED / TA: _____ Signature: _____ Date: _____

Part III (a): To be completed by General Office Staff

Student will be picked up by: Parent Guardian Others: _____

Name of person picking up child from school: _____

Time of Pick Up : _____

Signature & Date : _____

-----✂To be detached by General Office Staff ✂-----

Part III (b): To be completed by General Office Staff & Security Guard at CHIJ Pri Main Gate

The student named below has been granted permission to leave the school.

Name of Student : _____ Class: _____

Name & signature of GO Staff : _____ Date and Time: _____

School Stamp:

Name and Signature of Security Guard: _____ Date and Time : _____

(This copy is to be retained by security guard and returned to General Office for filing at the end of the day.)
* please delete accordingly