Adelaide International School

Student Leave Request Form
(to be filled 3 – 4 weeks before travel)
(Chinese Version)

Part A: Student Details
部分A：学生详情

Last Name: 姓		First Name: 名	
English Name: 英文名字:		AIS Student ID:	
Class: 班级	☐ Lower Primary ☐ Upper Primary ☐ Middle Years ☐ AISA Year 10 ☐ Year 10 EAP (1)	☐ Year 11 Main ☐ Year 11 Support ☐ Year 11 EAP (1) ☐ Year 11 EAP (2) ☐ Year 12	
Living Arrangement: 居住安排	☐ Parents/Guardian ☐ Homestay ☐ Boarding House		

Part B: Travel Details
部分B：旅行详情

Date of Travel: 旅行日期	
Date of Return: 返回日期	
Travel Destination: 目的地	
Reason for Travel: 行原因	
Living Arrangement: 居住安排	☐ Hotel ☐ Parents/Relative
Address where I am staying: 我居住的地方	
Contact Number of where I am staying: 我居住地的联系电话	
Name of the Person who is caring for me: 照顾我的人的姓名	
Contact Number of the Carer: 照顾人员的电话号码	
Email of the Carer: 照顾人员的电子邮件	

Flight Number: 飞行号码	
Evidence Submitted: 提供的证明材料	☐ Flight Ticket ☐ Accommodation booking (if applicable) ☐ Other: _____

Part C: Parent's Declaration **部分C：家长声明**

I _____ (parent's name) have given permission for _____

(student's name) to travel.

我_____（家长姓名），已经同意_____（学生姓名）的

旅行。

Parent's Name:		Contact Number:	
Parents's Signature:		Date:	

Part D: Homestay's Declaration **部分D：寄宿家庭声明**

I _____ (homestay's Name) already aware that my homestay student

_____ (student's name) will be travelling to _____ (country) from

_____ (departure date, DD/MM/YYYY) to _____ (return date,

DD/MM/YYYY).

我_____（寄宿家庭的姓名），已经知晓我的寄宿学生_____

（学生的姓名）将于_____（出发日期，DD/MM/YYYY）到

_____（返回日期，DD/MM/YYYY）前往_____（国家）

旅行。

Homestay's Name: 寄宿家庭姓名		Contact Number: 联系电话	
Homestay's Signature: 寄宿家庭签名		Date: 日期	

Student Leave Request Form
(to be filled 3 – 4 weeks before travel)
(Chinese Version)

OFFICE USE ONLY - Completed by the Principal 仅供办公室使用 - 由校长填写	
Supporting Documents Provided:	☐ Flight ticket ☐ Accommodation Booking (if applicable) ☐ Homestay Signature ☐ Parents Permission ☐ Name of carer at destination (a form of ID provided) ☐ Address of carer at destination ☐ Contact number of carer at destination ☐ Office has checked the number and verified the address

☐   Approved   ☐   Disapproved

Principal's Signature:		Date:	