



Student Leave Request Form

(to be filled 3 – 4 weeks before travel)

Part A: Student Details Bagian A: Rincian Siswa			
Last Name: Nama Belakang:		First Name: Nama Depan:	
English Name: Nama Inggris:		AIS Student ID: ID Siswa AIS:	
Class: Kelas:	<input type="checkbox"/> Lower Primary <input type="checkbox"/> Upper Primary <input type="checkbox"/> Middle Years <input type="checkbox"/> AISA Year 10 <input type="checkbox"/> Year 10 EAP (1) <input type="checkbox"/> Year 11 Support <input type="checkbox"/> Year 11 EAP (1) <input type="checkbox"/> Year 11 EAP (2) <input type="checkbox"/> Year 12		
Living Arrangement: Penyusunan Tempat Tinggal:	<input type="checkbox"/> Parents/Guardian <input type="checkbox"/> Homestay <input type="checkbox"/> Boarding House		

Part B: Travel Details Bagian B: Rincian Perjalanan	
Date of Travel: Tanggal Perjalanan:	
Date of Return: Tanggal Kembali:	
Travel Destination: Tujuan Perjalanan:	
Reason for Travel: Alasan Perjalanan:	
Living Arrangement: Penyusunan Tempat Tinggal:	<input type="checkbox"/> Hotel <input type="checkbox"/> Parents/Relative
Address where I am staying: Alamat Tempat Tinggal Saya:	
Contact Number of where I am staying: Nomor Kontak Tempat Saya Mengingat:	
Name of the Person who is caring for me: Nama Orang yang Merawat Saya:	
Contact Number of the Carer: Nomor Kontak Orang yang Merawat:	
Email of the Carer: Email Orang yang Merawat:	
Flight Number: Nomor Penerbangan:	



Evidence Submitted: Bukti yang Diajukan:	<input type="checkbox"/> Flight Ticket <input type="checkbox"/> Accommodation booking (if applicable) <input type="checkbox"/> Other: _____
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Part C: Parent's Declaration
Bagian C: Pernyataan Orang Tua

I _____ (parent's name) have given permission for _____
(student's name) to travel.

Saya, _____ (nama orang tua), memberikan izin untuk
_____ (nama siswa) melakukan perjalanan.

Parent's Name: Nama Orang Tua:		Contact Number: Nomor Kontak:	
Parents's Signature: Tanda Tangan Orang Tua:		Date: Tanggal:	

Part D: Homestay's Declaration
Bagian D: Pernyataan Homestay

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).

Saya, _____ (nama homestay), sudah menyadari bahwa siswa homestay saya,
_____ (nama siswa), akan melakukan perjalanan ke _____ (negara) mulai dari
_____ (tanggal keberangkatan, DD/MM/YYYY) hingga _____ (tanggal
kembali, DD/MM/YYYY).

Homestay's Name: Nama Homestay:		Contact Number: Nomor Kontak:	
Homestay's Signature: Tanda Tangan Homestay:		Date: Tanggal:	



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OFFICE USE ONLY - Completed by the Principal HANYA UNTUK PEGAWAI - Diselesaikan oleh Kepala Sekolah	
Supporting Documents Provided:	<ul style="list-style-type: none"><input type="checkbox"/> Flight ticket<input type="checkbox"/> Accommodation Booking (if applicable)<input type="checkbox"/> Homestay Signature<input type="checkbox"/> Parents Permission<input type="checkbox"/> Name of carer at destination (a form of ID provided)<input type="checkbox"/> Address of carer at destination<input type="checkbox"/> Contact number of carer at destination<input type="checkbox"/> Office has checked the number and verified the address
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Principal's Signature:	Date: