



DIOCESAN BOYS' SCHOOL
BOARDING SCHOOL

Regular Leave Request – School related activities

Dear teacher in-charge / coach,

DBS Boarding School requires each boarder to request leave if they are going to miss any routine boarding activities. Please fill in this form for boarders who will be absent from boarding for any school related training, club, activity or team.

Boarder's Name: _____ Grade: _____

Reason for leave (+ club / team name): _____

Request From Date: _____ To Date: _____

Time From: _____ To: _____

(Please Tick the appropriate)

Routine:									
<input type="checkbox"/>	Every (total number of weeks: _____)								
<input type="checkbox"/>	Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday
	<input type="checkbox"/>	Saturday		<input type="checkbox"/>	Sunday				

(Please Tick the appropriate)

The above boarder will miss the following boarding routine:			
<input type="checkbox"/>	7:20am Inspection	<input type="checkbox"/>	3:50pm Sign-In
<input type="checkbox"/>	7:30am Breakfast	<input type="checkbox"/>	5:30pm Prep 1
<input type="checkbox"/>	12:35pm Lunch	<input type="checkbox"/>	6:30pm Evensong
		<input type="checkbox"/>	7:00pm Dinner
		<input type="checkbox"/>	7:45pm Prep 2
		<input type="checkbox"/>	10:00pm Mentor Meeting
			(dorm closes at 10pm)

Teacher / Staff / Coach / Instructor Signature: _____ (Initials: _____)

Contact Number: _____ Date: _____

Warden / Boarding Staff Approval: _____ Date: _____