

Dear _____,

Congratulations on being selected to represent AIS at the upcoming Feeding Frenzy Swim Meet Bangkok to be held on 6 December to 6 December. Your selection for this event means that you have been given approval for leave from school on the following dates: 6 December to 7 December 2018.

Representing AIS is a privilege that comes with certain responsibilities. One of these responsibilities is the need to communicate clearly with your teachers, **at least one week in advance**, about your upcoming absence in order to negotiate expectations about assessment and learning. Your approval to attend this event is conditional on these conversations and your submission of the signed form on the reverse side of this letter.

These conversations may include a discussion about the following:

- Assessments that may be due and arrangements for these to be completed by or before the due date
- Expected learning content that will be taught during your absence and how you will keep up / catch up
- A plan and timeline for how you will keep up with your work while you are away - this may include classwork, homework and/or assessments
- A plan for how you will access any materials distributed during your absence

Following each conversation, please have your teacher sign and comment below. Once all signatures have been obtained, please show this letter to your parent / guardian for their signature. You must then submit it to the Sports Office at least 3 school days prior to your departure.

If you have any questions or concerns about this, please speak with me.

Regards,



Justin Teves
Head of Sport



Planning for Absence from Class due to Feeding Frenzy Swim Meet Bangkok

Name: STRIVE Class:

Step One: Talk to your teachers about your missed lessons.

Timeline: Two weeks prior your absence

Subject	Teacher	Teacher's Signature	Agreements / Comments / Concerns

Step Two: Have your parent / guardian sign below.

I have spoken with my child about how s/he will manage his learning while participating in this event. My signature below indicates my support for his / her involvement.

Name: Signature:.....

Step Three: Add your signature below.

I have spoken with all my teachers and I have made the necessary arrangements to keep up / catch up with my learning, homework and assessments that I miss while participating in this event.

Name: Signature:.....

Step Four: Submit this complete form to the Sports Office

Timeline: At least 1 week prior to your departure

