Procedure for Temporary Leave

Step 1: Parents inform officially to Admission by emails/ forms with the details of the leaving date, the coming back date, and reason.

Step 2: Admissions inform teachers and departments involved (such as Accounting, Library, and Canteen to see any debt available and IT for email account controlling).

Step 3: Action to the Class list excel file: Admission move down the pupil info with the mark "temporary leave pupils" (File in driver R & driver T).

Step 4: Action to PASS system: Check with HoS/ Deputy HoS if the child stays long enough in school to issue the school report or not. If no report available, Admissions move his/her database to "Leave Pupil" system in 3sys (after HoS/ Deputy HoS's confirmation), to avoid the error in Attendance and Report.

Step 5: During temporary leave, Parents can log in Edmodo account, Library access, Facebook and website as normal. The "temporary parents" may not receive sms sent by school. Email will be received from Temporary list by PA of Head of School.

Step 6: When parents come back, we inform teachers, IT and other departments involved, also move back to "Current Pupil" in 3sys.

Notice

- Temporary Leave is defined that a pupil who interrupt to study within an academic year. For all temporary leave cases, the approval of Head of School is required. If the leaving length is over an academic year, the approval of Head of School and BOD is required.

- Admission is responsible to follow-up and remind parents by calls and emails before at least one month. If a child come back in the following new academic year, Admissions will remind parents in June for their confirmation to save seats for their children.

- In all cases, if pupils leave Renaissance over one academic year, the Registration fee is invalid. Admission needs to ask the approval from BOD if special cases requested by parents.