

C.C.C. MONGKOK CHURCH KAI OI SCHOOL
CIRCULAR NO. 17/227E

To: _____ Parents

Date: 30/4/2018

Application for Extension of Years of Study 2018-19

Please be informed that your application for “Extension of Years of Study 2018-19” has been discussed and finally considered as unsuccessful in the “Student Progression Meeting”.

The following conditions will be generally considered by the school when making decision:

Whether it meets valid reasons.

- Students were absent from school for more than one-third of the total school days in a year due to valid reasons.
- Students have major disruptions in learning.
- Students face serious adaptation problem.

Please return the following reply slip on or before 4th May, 2018 (Friday). For enquiries, please contact our school social workers Mr Cheng Wai Kwong, Ms Yu Pui Ling or our Student Affairs Unit, Ms Leung Yuet Ha at 2393 0119.

Yours faithfully,



(Ms Leung Wun Kam)

Principal



CIRCULAR NO. 17/227E

Reply Slip

Application for Extension of Years of Study 2018-19

To: The Principal

C.C.C. Mongkok Church Kai Oi School

I acknowledge that my child is not recommended to apply for “Extension of Years of Study 2018-19”.

Student Name: _____ (Class: _____)

Signature of Parent / Guardian: _____

Date: _____