



I, (Mr./Mrs./Ms.) Position cannot attend to my classes because
.....
for day (s) from /..... /..... to /..... /.....
For continuity in learning, I'd like the following teachers to substitute my classes.

[illegible]

Please find a cover teacher for the following classes that I cannot make swapping.

1. Day: **Date:** / /

1st Period/Class: 2nd Period/Class: 3rd Period/Class: 4th Period/Class:

5th Period/Class: 6th Period/Class: 7th Period/Class: 8th Period/Class:

2. Day: **Date:** / /

1st Period/Class: 2nd Period/Class: 3rd Period/Class: 4th Period/Class:

5th Period/Class: 6th Period/Class: 7th Period/Class: 8th Period/Class:

3. Day: **Date:** / /

1st Period/Class: 2nd Period/Class: 3rd Period/Class: 4th Period/Class:

5th Period/Class: 6th Period/Class: 7th Period/Class: 8th Period/Class:

4. Day: **Date:** / /

1st Period/Class: 2nd Period/Class: 3rd Period/Class: 4th Period/Class:

5th Period/Class: 6th Period/Class: 7th Period/Class: 8th Period/Class:

5. Day: **Date:** / /

1st Period/Class: 2nd Period/Class: 3rd Period/Class: 4th Period/Class:

5th Period/Class: 6th Period/Class: 7th Period/Class: 8th Period/Class:

Sincerely Yours,

Approved by:

.....

.....

(.....)

(Ms. Natgamon Boonsak)

Teacher

Head of English Program

Granted By:

.....

(Ms.Uthai Paoprachummuang)

Academic Head