

To: General Office 致校務處 :

Leave of Absence 請假信

Name of Student: _____ Class: _____
學生姓名: _____ 班級 _____ ()

Contact Number: _____
聯絡電話: _____

Date of Leave of Absence: _____
請假日期: _____

Time of Leave of Absence: _____
請假時間: _____

Type of Absence:
請假類別: 病假(請註明) Sick leave (please specify): _____
 事假 Leave of absence with personal reasons (請選取以下事項 Please select the following)
() 直系親屬之紅白二事 (直系親屬: 父母、兄弟姊妹、祖父母)
Lineal relatives wedding/funeral(parents, siblings, grandparents)
() 考試 Examination
() 其他(請註明原因) Other (please specify): _____

請假當日是否有任何統測/評估? Is/Are there any Uniform Test(s)/Assessment(s) will be held in date(s) of absence?
有 YES / 沒有 NO

*備註: a) 事假請於一天前向學校申請。 b) 小學生早退必須由家長陪同方可離開學校

*Remark: a) For Leave of absence with personal reasons, please submit the form to the General Office one day in advance of the leave.
b) Primary student who need to leave early must be accompanied by their parents.

Name of parent / guardian 家長 / 監護人姓名: _____

Signature of parent / guardian 家長 / 監護人簽署: _____

Date 日期: _____

(For Official Use Only 此欄由校方填寫)

Name of Class Teacher 班主任姓名

Approve 批准 Not Approve 不批准

Signature of Class Teacher 班主任簽署

Signature of Principal 校長簽署