



請假 / 遲到通知  
**Absence / Late Attendance Notes**

學生姓名：\_\_\_\_\_ 班級：\_\_\_\_\_ 學號：\_\_\_\_\_

Student Name

Class

Class No.

缺席性質 Nature of absence / late attendance

- 全天 Whole Day
- 上午 (下午請假, 請填寫 '早退紙')  
Please submit 'Early Leave Notes' for the P.M. session
- 遲到 Late 到校時間 Arrival Time : \_\_\_\_\_
- 病假 Report for sickness leave\*
- 事假 Notice of other leave\*\* 日期 : \_\_\_\_\_  
Date

原因 : \_\_\_\_\_ 附件 Attachment (\*Please circle) ( Y / N\*)

Reasons

Attachment (\*Please circle) ( Y / N\*)

取消乘坐當天校巴路線 / 車號  
Cancel School Bus Route / No.

家長簽署 : \_\_\_\_\_ 親屬關係 : \_\_\_\_\_ 填表日期 : \_\_\_\_\_

Parent's Signature

Relationship

Date of Notice

\* 病假應於學生復課當日或之前呈交本表格予校方。  
This form should be submitted on or before the day the student resumes class after sick leave.

\*\* 事假需預先呈交本表格予校方。  
Prior notice to school is required for other leaves.

For Official Use



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