



香港華人基督教聯會真道書院 HKCCCU Logos Academy

請假表 Leave Notice

學生姓名 Student Name: _____ 班別 Class: _____ 學號 Class No.: _____

請假日期 Date of leave: DD / MM / YY 全日 WD 上午 AM 下午 PM 附件 (Yes / No) Attachment (Please circle)

* 病假 Sick leave : _____

○ 事假 Casual leave : _____

早退 Early leave : _____ 時間 Time : _____

備註 Remarks : _____

由 _____ 接送 Collected by : _____

自行離開學校 Leave school on his / her own
(只限拓階四至通階四 DS4 - MS4 only)

家長/授權人簽署 Parent's Authorized person's signature : _____ 與學生關係 Relationship : _____

* 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 casual leave.

辦理學生早退程序:
Procedures for applying early leave:

1. 請家長填寫及遞交「請假表」到校務處。
Parent please submit the completed form to the General Office before the date of early leave.
2. 校方將按指定時間，安排學生到校務處等候家長接送。
We will arrange the student to wait in General Office accordingly.
3. 家長或授權人須先到校務處，在本表格上簽署後，學生方可離校。
Parent or authorized person should visit the General Office to sign on this form before the student leaves.



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