

香港華人基督教聯會真道書院 **HKCCCU Logos Academy**

請假表 Leave Notice

学生! Student	姓 名 Name:	妣 別 _ Class:	學 號 Class No.:	
請 假 Date of	日期 leave: DD / MM / YY	□ 全日 WD □ 上午 AM □ 下午 PM	附件 (Yes / No) Attachment (Please circle)	
*	□ 病假 Sick leave:			
0	□ 事假 Casual leave:			
#	□ 早退 Early leave :		時間 Time :	
	備註 Remarks :			
	由 接送	Collected by	y:	
	□ 自行離開學校 Leave so (只限拓階四至通階四			
家長/授權人簽署		與學生關係		
Parent's Authorized pers	signature :	Relat	tionship:	
0	病假應於學生復課當日或之前 This form should be submitted on or 事假需預先呈交本表格予校及 Prior notice to school is required for 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」至 Parent please submit the complete 2. 校方將按指定時間,安排學生至 We will arrange the student to wait 3. 家長或授權人須先到校務處,在 Parent or authorized person shoul	before the day the st う。 casual leave. 川校務處。 ed form to the Genera 川校務處等候家長接 it in General Office acc E本表格上簽署後,	udent resumes class after sick leave. al Office before the date of early leave. 送。 cordingly. 學生方可離校。	
	Parent or authorized person shoul	d visit the General Off	fice to sign on this form before the	
	student leaves.		Š	



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学生姓名 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 :					
O □ 事假 Casual leave :					
# 🗌 早退 Early leave :					
備註 Remarks :					
由接送	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	與學	與學生關係			
rarent's signature:	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.					

O 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.