



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: _____ 班別: _____ 學號: _____
 Student Name _____ Class _____ Class No. _____
 請假日期: _____ 全日 WD
 Date of leave DD / MM / YY 上午 AM
 下午 PM (請填早退原因及時間)

學生應於早上**班主任課**時段，把此表格交給班主任再轉交校務處。
 Student should submit this form to General Office by giving to Homeroom Teacher during attendance taking period in the morning.

請假原因 (必須提供具體原因並遞交有關文件)

Reason for taking leave (**MUST BE STATED IN DETAILS AND PROVIDE THE RELEVANT DOCUMENTS**)

- * 病假 Sick leave : _____
 事假 Casual leave : _____

- # 早退 Early leave : _____
 離校時間 Leaving Time : _____
 由父/母/外傭 _____ 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: _____ 與學生關係: _____
 Parent's / Authorized person's Signature Relationship

- * 病假應於學生復課當日或之前呈交本表格予校方。兩天或以上的病假，需呈交醫生紙。
 This form should be submitted on or before the day that the student resumes class after sick leave.
 Medical proof certified by a medical practitioner should be submitted for absence of two days or more.
 如需**連續三個或以上的上課天**請事假，家長需呈交**家長信**並予校方有待批核。
 In the case of casual leave of **THREE SCHOOL DAYS OR MORE**, parents are required to submit a **PARENT LETTER** and seek approval from the school.
 # 家長或學生遞交已填妥的「請假表」予校方後，校方將按家長指示並安排學生於指定時間到校務處辦理早退。
 After submitting the completed form to school, we will arrange the student to General Office at specific time and process the early leave according to the parent's instruction.



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