



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: \_\_\_\_\_  
請假日期: \_\_\_\_\_

Time of Leave: \_\_\_\_\_  
請假時間: \_\_\_\_\_

Type of Absence: \_\_\_\_\_  
請假類別: \_\_\_\_\_

Sick Leave 病假

Absence with personal reasons 事假 (Please select the following 請選取以下事項)

- ( ) Lineal relatives wedding/funeral (parents, siblings, grandparents)  
直系親屬之紅白二事 (直系親屬: 父母, 兄弟姊妹, 祖父母)
- ( ) Examination / Competition 考試 / 比賽
- ( ) Other (please specify) 其他(請註明原因)

\*Remark: a) For absence with personal reasons, please submit the form to the class teacher one day in advance.

b) Student who needs to leave early must be accompanied by his/her parent(s).

\*備註: a) 若學生申請事假, 請家長於一天前把請假信交給班主任 b) 學生早退必須由家長陪同方可離開學校

Name of parent / guardian 家長 / 監護人姓名: \_\_\_\_\_

Signature of parent / guardian 家長 / 監護人簽名: \_\_\_\_\_

Date 日期: \_\_\_\_\_

(For Official Use Only 此欄由校方填寫)

Approve 批准

Not Approve 不批准

\_\_\_\_\_  
Name of Class Teacher 班主任姓名

\_\_\_\_\_  
Signature of Class Teacher 班主任簽署

\_\_\_\_\_  
Signature of Headmaster 校長簽署