

☐ Morning Class (上午班)

☐ Afternoon Class (下午班)

# Chiang Kai Shek College

## Discipline Office

### APPLICATION FOR LEAVE OF ABSENCE

## 中正學院學生請假單

English Name 英文姓名		English Gr. & Sec. 英文年級	
Chinese Name 中文姓名		Chinese Gr. & Sec. 中文年級	年 組
Reason 請假事由			
Date of Absence 請假時間	From _____ / _____ to _____ / _____ 自 date / 日期 time / 時間 至 date / 日期 time / 時間		
Student's Signature / 學生簽名		Parent's or Guardian's Signature / 家長或監護人簽名	
NOTE 注意事項	1.) Parents are requested to inform the Discipline Office immediately if the child is unexpectedly absent from school due to sickness or unavoidable causes. Students with absences incurred for 3 or more days due to sickness should pass a copy of a medical certificate to the Discipline Office. (學生因病或不可避免事故而缺席,請家長立即通知訓導處。病假3天或以上,須交醫療證明書副本.) 2.) If any absences are foreseen, a note should be brought to the Discipline Office in advance, stating the dates and reasons for absences. (若非突發事件,應預先以書面通知訓導處,註明缺席日期及因由.) 3.) Failure to return this form to the Discipline Office within one (1) week would result to an UNEXCUSED ABSENCE. (請假單必須於回校一星期內交回訓導處,否則當作無故缺席。)		