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//	time/時間 至		/time / F	寺間	
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 from school due to sickness or days due to sickness should pas (學生因病或不可避免事故而缺席 2.) If any absences are foreseen, a dates and reasons for absences 3.) Failure to return this form to the Disc (請假單必須於回校一星期內交回	unavoidable causes s a copy of a medic ,請家長立即通知訓 note should be brou (若非突發事件,應到 cipline Office within on	s. Students with absort al certificate to the Di 萨處.病假 3 天或以上 ght to the Discipline (原先以書面通知訓導處 e (1) week would result	ences incurred for 3 scipline Office. . ,須交醫療證明書副 Office in advance, st . ,註明缺席日期及因	本.) ating the 由.)	

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Afternoon Class(下午班)	Discipline Office APPLICATION FOR LEAVE OF ABSENCE			
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Reason 請假事由					
Date of Absence 請假時間	From/ 自 date/日期	time / 時間	to 至 date/日期	/time /	時間
Student's Signa	ture / 學生簽名	Parent's or Gua	urdian's Signature / 家長	或監護人簽名	
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