

聖若瑟英文中學

請假申請

敬啟者：

小兒因 病/ 事*，需向校方告假，望校方允許。

學生姓名：_____ 班別：_____ 學號：_____

請假日期：由_____年____月____日至 _____年____月____日

共請_____天 (上午 / 下午 / 全日)*。

請假原因：(必須詳列原因，「家有要事」或「身體不適」不可作為請假的理由)

醫生病假證明： 有，隨函附上。(平日上課天超過一天之病假，以及任何考測期間之病假缺席，均必須呈交醫生證明。)

無。

此致

聖若瑟英文中學

家長簽署：_____

日 期：_____

*請刪去不適用者。

聖若瑟英文中學

請假申請

下列部份由校方填寫：

學生姓名：_____ 班別：_____ 學號：_____ 校長簽署：_____

之申請 獲批准

不獲批准，學生需提交報告交代請假因由。

日 期：_____

學生呈交請假信(及醫生證明)日期：_____

(病假需於復課後三個上課天呈交，事假須於三個上課天前向校方申請)

~~-----✂-----~~-----學生收條-----

聖若瑟英文中學

請假申請

下列部份由校方填寫：

學生姓名：_____ 班別：_____ 學號：_____ 校長簽署：_____

之申請 獲批准

不獲批准，學生需提交報告交代請假因由。

日 期：_____

St. Joseph's Anglo-Chinese School

Application of Leave of Absence

To whom it may concern,

My son took leave of absence due to sickness.

would like to apply for leave of absence due to personal reasons.

Student Name : _____ Class : _____ No.: _____

Date of absence: from ____ / ____ / ____ to ____ / ____ / ____
date month year date month year

Total no. of day(s) _____ (a.m. / p.m. / whole day) *.

Reason of absence: (Detailed explanation must be provided. Merely 'family matters' or 'sickness' is not a sufficient reason)

Medical document: attached (must be submitted for sick leave more than one day during normal school day and for any sick leave during exam or joint test period.)

not attached

Parent signature : _____

Date : _____

* Please delete as appropriate.

St. Joseph's Anglo-Chinese School

Leave Application

To be filled in by the school:

Student

Name: _____ Class: _____ No.: _____

Principal

Signature: _____

The application is approved.

not approved. Student needs to submit a report of explanation.

Date: _____

Date of submission of application (and medical document): _____

(Sick leave application needs to be submitted within 3 days of returning to school; application of leave of absence due to personal reasons needs to be submitted 3 days in advance.)

---✂-----Student Receipt-----

St. Joseph's Anglo-Chinese School

Leave Application

To be filled in by the school:

Student

Name: _____ Class: _____ No.: _____

Principal

Signature: _____

The application is approved.

not approved. Student needs to submit a report of explanation.

Date: _____