



## Leave of Absence 請假信

Name of Student:

學生姓名:

\_\_\_\_\_

Class:

班級:

\_\_\_\_\_

Contact Number:

聯絡電話:

\_\_\_\_\_

Date of Absence:

請假日期:

\_\_\_\_\_

Time of Absence:

請假時間:

\_\_\_\_\_

Reason of Absence:

請假原因:

Sick Leave 病假

Casual Leave 事假 \_\_\_\_\_

Away 早退 \_\_\_\_\_

Name of Parent:

家長姓名: \_\_\_\_\_

Signature of Parent:

家長簽署: \_\_\_\_\_

Date:

日期: \_\_\_\_\_

\* 請家長自行影印 \*