

Student Leave of Absence Form / 學生請假表格

SL

Section A: To be completed by Parent/Guardian / 甲部：由家長 / 監護人填寫

Student Information / 學生資料

Full Name / 姓名: _____ Class and Class no. / 班別及班號: _____ ()

Parent/Guardian Information / 家長 / 監護人資料

Full Name / 姓名: _____ Contact Number / 聯絡電話: _____

Relationship to Student / 與學生關係: _____

Type of Leave Requested / 請假類別 (Please tick the appropriate box / 請在適當方格內填上「✓」號)

☐ **Sick Leave** (Must be submitted **within TWO school days upon returning to school**) /

病假 (必須於復課後兩個上課日內遞交)

1. Period of Absence: From _____ to _____ (Total number of day(s): _____)

缺席日期：由 _____ 年 _____ 月 _____ 日至 _____ 年 _____ 月 _____ 日 (共 _____ 天)

2. Does this absence fall on a special activity day or an assessment period? ☐ Yes / ☐ No

缺席期間是否涵蓋特別活動日 或 評估/測考? ☐ 是 / ☐ 否

• If YES, please specify event/activity OR subject(s) & assessment type: _____
如是，請註明活動名稱 或 科目與評估類別：_____

3. Supporting Document Enclosed: / 附上相關證明文件：

☐ Not Applicable (1-day absence on a regular school day) / 不適用 (一般上課日請假一天)

☐ Medical Certificate / 醫生證明書 (病假紙)

Parent/Guardian's Signature: _____ Date: _____
家長 / 監護人簽署 日期

Remarks:

1. Failure to complete leave procedures or provide valid proof may affect the student's conduct marks.

如未能辦妥請假手續，或未能提供充分理由或有效證明，學生的操行等級或因此受到影響。

2. If you have any queries, please refer to the *School Handbook* or consult the class teacher.

如有任何查詢，請參閱《學生手冊》或向班主任查詢。

Section B: To be completed by the Class Teacher / 乙部：由班主任填寫

I confirm receipt of this Leave Form / 本人確認收到本請假表格：

☐ No supporting document required / 無須提交證明文件

☐ With supporting document(s) enclosed / 已附上相關證明文件

☐ WITHOUT supporting document(s) enclosed (**Pending follow-up**) / 未有附上相關證明文件 (需要跟進)

Class Teacher's Signature: _____ Date: _____
班主任簽署 日期

Leave Procedures Status: ☐ Completed / ☐ Incomplete
請假手續狀態 已完成 未完成

Section C: For Administrative Use Only / 丙部：校務處專用

Received by / 接收人 _____ on / 日期 _____

Student Leave of Absence Form / 學生請假表格

CL/SpL

Section A: To be completed by Parent/Guardian / 甲部：由家長 / 監護人填寫

Student Information / 學生資料

Full Name / 姓名: _____ Class and Class no./ 班別及班號: _____ ()

Parent/Guardian Information / 家長 / 監護人資料

Full Name / 姓名: _____ Contact Number / 聯絡電話: _____

Relationship to Student / 與學生關係: _____

Type of Leave Requested / 請假類別 (Please tick the appropriate box / 請在適當方格內填上「✓」號)

☐ **Casual Leave / Special Leave** (Must be submitted at least **THREE** school days in advance)

事假 / 特別事假 (必須最少於三個上課日前遞交)

In case of **emergency, the parent/guardian should notify the school as soon as practicable and submit this form **within TWO school days upon returning to school**. / *如遇突發情況，家長 / 監護人應儘早通知學校，並於學生復課後兩個上課日內補交本表格。*

1. Period of Absence / 請假日期:

☐ From _____ to _____ (Total number of day(s): _____) **OR**
由 _____ 年 _____ 月 _____ 日至 _____ 年 _____ 月 _____ 日 (共 _____ 天) 或

☐ Date / 日期: _____ Time Leaving School / 離校時間: _____

Time Returning / 回校時間: _____ (Leave blank if not applicable / 如不適用請留空)

2. Does this absence fall on a special activity day or an assessment period? ☐ Yes / ☐ No

缺席期間是否涵蓋特別活動日 或 評估/測考? ☐ 是 / ☐ 否

• If **YES**, please specify event/activity OR subject(s) & assessment type: _____
如是，請註明活動名稱 或 科目與評估類別: _____

3. Reason for Absence / 請假原因: _____

4. Supporting Document Enclosed / 附上相關證明文件:

☐ Not Applicable / 不適用

☐ Medical Appointment (Note: Official Certificate of Attendance must be submitted upon return to school)
覆診 / 醫療預約證明 [注意: 學生復課後必須補交應診證明書 (到診紙)]

☐ Public Examination / Competition Notice / Admission Form / 公開考試通知書 / 比賽通知信 / 准考證

☐ Other: / 其他: _____

Parent/Guardian's Signature: _____ **Date:** _____

家長 / 監護人簽署

日期

Remarks:

1. Failure to complete leave procedures or provide valid proof may affect the student's conduct marks.

如未能辦妥請假手續，或未能提供充分理由或有效證明，學生的操行等級或因此受到影響。

2. If you have any queries, please refer to the *School Handbook* or consult the class teacher.

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☐ No supporting document required / 無須提交證明文件

☐ With supporting document(s) enclosed / 已附上相關證明文件

☐ WITHOUT supporting document(s) enclosed (**Pending follow-up**) / 未有附上相關證明文件 (需要跟進)

Class Teacher's Signature / 班主任簽署: _____ Date / 日期: _____

Leave Procedures Status / 請假手續狀態: ☐ Completed / 已完成 / ☐ Incomplete / 未完成

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Received by / 接收人 _____ on / 日期 _____