

Kang Chiao Bilingual Elementary School Leave Application Form

康橋雙語學校小學部學生請假單

Writing Form Date 填表日期: _____

(Submit this form if more than 3 days, 3 日以上須填寫本請假單)

Student's Name 學生姓名:		Class 班級:		No. 座號:	
Leaving Period of Time 請假日期:					
From: _____(Y)_____(M)_____(D)_____(Hr.) To: _____(Y)_____(M)_____(D)_____(Hr.)					
Total Days: _____ & Total Hours: _____					
<input type="checkbox"/> Personal leave 事假 <input type="checkbox"/> Sick leave 病假 <input type="checkbox"/> Official leave 公假 <input type="checkbox"/> Absence for funeral 喪假		Register 長假登記			
Reason for leaving 請假原因		Identification Document 證明文件		※Identification document if leaving more than 7 days.	
Official leave identification document 公假證明		Undertaker 業務承辦人		Department Head 單位主管	
Parent's Signature 家長簽章:			Homeroom Teacher 導師簽章:		
DSA 學務處 (if more than 3 days)		Behavior Section 生教組長:		DSA Director 學務主任:	
Countersignature 會簽 (if more than 3 days)		DAA 教務處 Curricular Development Section 教學組長:		DAA Director 教務主任:	
		ID 國際處 Curricular Development Section 教學組長:		ID Director 國際處主任:	
Principal 校長 (if more than 7 days)					

Notes:

1. If you leave more than 5 days, you will take back refund of meal starting from DSA getting your application form.
2. Don't leave during midterm or final term examination. If you leave for sick and personal during examination period, we give a special discount of 30% or 10% if your retest score over 60. If you don't take final term examination before closing ceremony, your score will be ZERO.
3. Parent need to keep curricular progress during leaving period at home.