



保良局李城璧中學

新界荃灣西柴灣角荃景圍安賢街 12-20 號

電話：24983393 傳真：24142077

請假申請表

APPLICATION FORM FOR LEAVE OF ABSENCE

(申請人請以正楷填寫本申請表。This application form should be completed in BLOCK LETTERS.)

學生姓名(英文) Student's name in English :		學生姓名(中文) Student's name in Chinese :	
班別 Class :		學號 Class No :	
請假日期 Period of Absence :	於/ 由# _____年____月____日 On/ From# yyyy mm dd	全日# / 半日 [△] Full day# / Half day [△]	[△] 備註： 上午/下午# [△] Remarks: am / pm#
	至 To _____年____月____日 yyyy mm dd		
請假原因 患病 / 覆診 / 比賽 / 公開考試 / 其他# _____ Reason for Absence : Sick / Medical Appointment / Competition / Public Exam / Others# _____			
附上證明文件 Attached with supporting documents ¹ : 有 Yes / 沒有 No#			
* <input type="checkbox"/> 醫生證明文件 Medical proof / <input type="checkbox"/> 准考證 Exam admission form / <input type="checkbox"/> 其他證明文件 Other document : _____			
本人明白敝子弟是次請假會對其學習進度有所影響，本人定必督促其跟進教學進度，並按老師指示完成缺欠的課業。 I understand that taking time off may affect learning progress and that it is my child's responsibility to follow up with teachers regarding anything missed during the absent period.			
家長/監護人姓名 Name of Parent/Guardian : _____		家長/監護人簽署 Signature of Parent/Guardian : _____	
家長/監護人手提電話 Parent/Guardian's Mobile Phone : _____		填表日期 Date of Application : _____	

須知 Notes:

- 如病假超過一天，必須於復課日後的五個工作天內呈交證明文件，例如醫生證明文件。事假則必須於五個工作天前呈交申請表給班主任，並附上證明文件，例如准考證。
If the sick leave is more than one day, medical proof certified by a medial practitioner should be attached for submission within 5 working days after the student resumes class. For other leave, submit this form with supporting documents, such as exam admission form, to the Form teacher, at least 5 working days before the leave is taken.
- 凡未獲校方批准或未附上相關證明文件的缺席均作曠課論。
Any unauthorized leave will be counted as truanting.

* 請在適當方格內填上「✓」號。Please tick as appropriate.

請刪去不適用者。Please delete as appropriate.