

雲林縣立林內國民中學 學生請假單

Yunlin County Lin-Nei Junior High School Student Leave Application Form

\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日  
 \_\_\_\_ (month) \_\_\_\_ (day), \_\_\_\_ (year)

請將假之各節打「√」 Please mark “√” on the section that is for leave application.

Year _____ Class _____ Seat No.: _____ Name: _____		事由 Reason for leave												
月 Month 日 Date	星期 Day 節 Section	早讀 Morning reading	升旗 Flag raising ceremony	1	2	3	4	午睡 Lunch break	5	6	7	8	家長簽章 Signed by parent	
/	一 Mon.													
/	二 Tue.													
/	三 Wed.													
/	四 Thu.													
/	五 Fri.													
/	六 Sat.													
任課老師 Instructor				外出章 Stamp for going out				教務/ 學務主任 Director of Academic Affairs/ Student Affairs Division						
導師 Homeroom Teacher				生活教育組組長 Section Chief of Disciplinary Subsection										

請假說明 Notes for taking leaves :

- 請假應先填妥請假單經導師核准後，親送學務處投入請假箱，才完成請假手續。  
 Students who would like to take leave shall complete the leave application form and submit it to homeroom teacher for approval before sending it to Student Affairs Division in person and put it into leave application box to complete the procedures for taking leave.
- 請事假應於事前申請不得事後補請，倘為時間所不許，可酌情准於缺席之次日(上學日)補辦請假手續，事假不得超過二天，超過二天者須由家長到校說明理由。  
 Personal leave shall be requested in advance, and late application afterwards will not be acceptable. If it is urgent and doesn't have sufficient for application, the leave application can be supplemented next day (schooling day) to the absence day depending on the actual situation. Personal leave must not be over two days. Parents will need to visit the school in person for explanation if it is more than two days.
- 凡病假兩天以上者，必須提出醫師證明，並應於返校後五天內補辦請假手續。  
 Students in sick leave more than two days must submit certificate from the doctor. The leave application shall be completed within five days after returning to the school.
- 中途外出者，須先經導師或任課教師同意簽章後再由學務處加蓋準外出章。  
 Students who need to go out during the course must obtain approval and signed by the homeroom teacher or the instructor before requesting stamp for going-out approval at Student Affairs Division.
- 每週週四由副班長公佈上一週缺曠課通知單，如有錯誤三天內到學務處更正，否則以無誤登錄辦理。  
 Deputy Class Leader will publish the absence notice from the pervious week every Thursday. If there is any error, please correct it at Student Affairs Division within three days. Failing to do it will be regarded as no error.