

雲林縣立林內國民中學 學生公假請假單

Yunlin County Lin-Nei Junior High School Student Official 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	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	校內 <input type="checkbox"/> Inside school 校外 <input type="checkbox"/> Outside school
日 Date	一 Mon.												
	二 Tue.												
	三 Wed.												
	四 Thu.												
	五 Fri.												
	六 Sat.												家長簽章 Signed by parent
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									

說明：Notes:

- 參加社團學生以公假處理，依請假手續在規定時間內完成請假手續。
 Students who participate in club shall be dealt with as official leave, and the leave application shall be completed within the time required according to the procedure of leave application.
- 凡參加社團及參加各項比賽或公共服務等公假學生者，若參加校外活動，家長必須蓋章，校內活動者，家長不必蓋章。
 Students with official leave who participate in club, competition, or public service must be stamped by parents if the activity is outside the school. No stamp from parents is required if it is activity in the school.
- 於週五第七節以前將請假單投入學務處請假箱內，隔週週四副班長缺曠課通知單查詢，如有錯誤到學務處更正，否則以無誤登錄辦理。
 Please put the leave application form into the leave application box at Student Affairs Division before the seventh section on Friday. Deputy Class Leader will publish absence notice for inquiry on Thursday next week. If there is any error, please correct it at Student Affairs Division. Failing to do it will be regarded as no error.