



義大國際高級中學請假證明書

I-Shou International School Student Absence Form



個人請假申請

1. 學生請假 2 日以上，請填寫「請假證明書」。
2. 學生請假 3 日以上，除填寫「請假證明書」外，另須檢附相關證明文件。
3. 請假手續請於一週前辦理，如遇緊急狀況無法如期申請者，請務必告知導師或學務處，並補辦「請假手續」。
4. 若請假程序逾期三天者，都將以缺席、曠課論。
5. 由於學校考試或活動因素，教學主任或許無法同意核准請假。
6. 提出請假申請前，請優先考慮學校既定的行事曆。

Application for personal leave

1. Please fill out this form when the student needs to take leaves for two or more days.
2. If the student needs to take leaves for more than three days, please fill out this form. In addition, an evidence or written approval form parents in the form of a letter or email is required.
3. This form is to be submitted at least one week before the requested leave date. If the student cannot apply on time, please inform the homeroom teacher or SAO and then submit this form later.
4. If this form is not completed in three days, the student will be officially recorded as absent.
5. Academic Directors may not grant leave due to school examination and activities.
6. Please check the school calendar before making an application for leave.

申請日期 Date of Applying

____年(Y)____月(M)____日(D)

班級 Class		姓名 Name		假別 Reason for Absence	
請假事由 Please state reason(s)					
請假日期 Leave Date/Time	From: ____年(Y)____月(M)____日(D) To: ____年(Y)____月(M)____日(D) Total: ____日(D) ____時(H)				
備註 Notes	<input type="checkbox"/> 住宿生 Boarder <input type="checkbox"/> 非住宿生 Non-Boarder				

家長簽名 Parent Signature: _____

-----以下為簽核處-----

導師 Homeroom Teacher	教學部門主任 Director of Department	部門職員 Academic Staff	學務處 Student Affairs Office	校長 Principal
		<input type="checkbox"/> 務必與家長確認 Confirmed with parents <input type="checkbox"/> 登入校務系統 Registered into system		