



Please fax the form to Ms. Yu King Man (2548 7027) 請將表格傳真至余小姐 (2548 7027)

Certificate in Everyday Japanese and Japanese Culture (Senior Secondary Applied Learning)
生活日語及日本文化 (高中應用學習)證書

Leave / Early Leave Application Form 學生請假／早退申請表

| Student Particulars 學生資料 | | | |
|---|---|---|--------------|
| Name in English 英文姓名 | | | |
| Name in Chinese 中文姓名 | | HKID Number 身份證號碼 First 4 character of HKID no. 身份證號碼首四個字 | ----- XXX(X) |
| Course Title 課程名稱 | Everyday Japanese and Japanese Culture 生活日語及日本文化 | Class (HKU SPACE) 班別 | |
| Contact Number 聯絡電話 | | | |
| Application Details 申請資料 | | | |
| Please "✓" in the appropriate box 請在合適的空格內加"✓" | | | |
| <input type="checkbox"/> Sick Leave (Please attach doctor's certificate) 病假 (請附上醫生證明書) | | | |
| <input type="checkbox"/> Causal Leave 事假 | | Reason (Please attach school activity notification or other supporting document) 原因 (請附上學校活動通告或其他證明文件) | |
| <input type="checkbox"/> Early Leave 早退 | | | |
| Date (DD/MM/YY) 日期 (日/月/年) | From (由) | To (至) | (Lesson 堂) |
| Parent/Guardian's Contact Number 家長／監護人聯絡電話 | | | |
| | | | |
| Name of Parent/Guardian 家長／監護人姓名 | | Signature of Parent/Guardian 家長／監護人簽署 | Date 日期 |
| | | | |
| Name of Course Tutor 導師姓名 | | Signature of Course Tutor 導師簽署 | Date 日期 |