



學生請假申請表格

Student Leave Application Form

致博思會：
To Pathways,

學生姓名 Name of student

課程 Programme

課餘支援課程(中文) ASSP Chinese / 課餘支援課程(英文) ASSP English
課餘支援課程(數學) ASSP Maths / 早期讀寫支援課程 ELSP / Others

請假日期 Date of leave

請假原因 Reason for leave

*如請病假必須提供醫生證明。 Please submit medical certificate for sick leave.

現附上證明文件以便 貴會批核。

Attached please find the supporting document for your approval.

家長簽署 Signature: _____

日期 Date: _____

備註：學生需於課堂前之兩星期向本會提交請假申請表格。

Note: Please submit Pathways this application form 2 weeks before the lesson.

職員填寫 For official use only

扣單 Fee Deduction

補堂 Make-up lesson(s)

安排 Arrangement:

EA: _____

Date: _____

MIS input

Call parent

Call teacher