

陳瑞祺(喇沙)書院  
九龍何文田常和街四號  
電話：二七一八一七五  
傳真：二七六一五五零



CHAN SUI KI (LA SALLE) COLLEGE  
4 SHEUNG WO STREET, HOMANTIN,  
KOWLOON, HONG KONG.  
TEL : 27118175  
FAX : 27621550

Circular No. 25009

1<sup>st</sup> September, 2025

Dear Parents/ Guardians,

### **Application for Leave through eClass Parent App**

The school has introduced "Apply Leave" function within the eClass Parent App since 1<sup>st</sup> September, 2023.

Parents can log in to the eClass Parent App and apply for leave under the "Apply Leave" tab, whether it is for the same day or a future date. Please note that supporting documents such as parent's letter and/ or medical certificate must be submitted through the eClass Parent App for the application to be approved. If necessary, you can find a template for the letter of excuse on the school website, which can be printed out or filled in digitally using the PDF form. Please refer to this link: [Template of Letter of Excuse](#)

For detailed instructions on how to use the eClass Parent App, please scan the QR code or click this link: [eClass Parent App Instruction](#)



Once the application is completed, parents will receive a push message informing them of the application result. The school reserves the right to reject any unacceptable excuses. Any applications submitted without parental permission will be considered as violation of school regulations and will be subject to punishment. Therefore, we strongly advise parents to keep the password of the eClass Parent App secure.

In addition to using the eClass Parent App, parents are still welcome to apply for leave by phone as usual. For any inquiries, please do not hesitate to contact the General Office at 2711 8175.

Yours faithfully,

Lee Po Chu Fiona  
Principal

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通告編號：25009

敬啟者：

### 有關使用 eClass 家長應用程式為學生告假事宜

學校於二〇二三年九月一日開始採用 eClass 家長應用程式中的『請假申請』功能。

家長可登入至 eClass 家長應用程式，於『請假申請』頁面內為學生申請即日或未來日子的告假。家長須上傳證明文件（即家長信及/或醫學證明），否則該申請將不會獲批准。為方便家長，告假信的範本已上傳至學校網站，如有需要，家長可列印或直接填寫此 PDF 表格：

[告假信樣本](#)

家長可掃描此二維碼或到以下連結獲取 eClass 家長應用程式的詳細教學：

[eClass家長應用程式教學](#)



完成申請手續後，家長會收到一則推送訊息以知會申請結果。學校有權拒絕任何不獲接納的請假申請。如有學生未經家長許可擅自申請告假，會被視為違反校規並受到相關懲罰。因此本校建議家長妥善保管 eClass 家長應用程式密碼。

新措施推行的同時，學校亦歡迎家長繼續透過電話告假。如有任何疑問，歡迎致電校務處查詢（電話：2711 8175）。

此致

各家長

陳瑞祺（喇沙）書院校長  
李寶珠 啟

二〇二五年九月一日