陳瑞祺(喇沙)書院 九龍何文田常和街四號 電話:二七一一八一七五 傳真:二七六二一五五零



CHAN SUI KI (LA SALLE) COLLEGE

4 SHEUNG WO STREET, HOMANTIN, KOWLOON, HONG KONG. TEL: 27118175 FAX: 27621550

Circular No. 23011

18th September, 2023

Dear Parents/ Guardians,

Application for Leave through eClass Parent App

As many parents are already familiar with the eClass Application, we would like to introduce the "Apply Leave" function within the eClass Parent App for the 2023-2024 academic year.

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: https://www.csklsc.edu.hk/CustomPage/32/Letter_Of_Excuse.pdf

For detailed instructions on how to use the eClass Parent App, please scan the QR code or click the link below:

https://www.csklsc.edu.hk/CustomPage/32/Eclass_App_Instruction.pdf

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 Ting Leung

Principal

陳瑞祺(喇沙)書院 九龍何文田常和街四號 電話:二七一一八一七五 傳真:二七六二一五五零



CHAN SUI KI (LA SALLE) COLLEGE

4 SHEUNG WO STREET, HOMANTIN, KOWLOON, HONG KONG. TEL: 27118175 FAX: 27621550

通告編號:23011

敬啟者:

有關使用 eClass 家長應用程式為學生告假事宜

鑒於大部分家長已熟悉使用 eClass 應用程式,本校欲於本 2023-24 學年起推出 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:

https://www.csklsc.edu.hk/CustomPage/32/Letter_Of_Excuse.pdf

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: https://www.csklsc.edu.hk/CustomPage/32/Eclass_App_Instruction.pdf



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:27118175)。

此致 各家長



陳瑞祺(喇沙)書院校長 李丁亮 啟

二〇二三年九月十八日

Chan Sui Ki (La Salle) College

陳瑞祺 (喇沙) 書院

Letter of Excuse

告假信

Class Teacher: 班主任		
Student Name:	(Class:	& Class No.:)
學生姓名	班別	班號
	(dd/mm/yyyy) (a.m (dd/mm/yyyy) (a.m	
Type of Excuse: Sick Leave 請假類型 病假	/ Casual Leave (e.g. Family Issue 事假(例:家庭原因)	, <u></u>
-	/ External Examinations / Ot 校外考試 其	
Reason:		
理由		
Thank you for your kind attention 請老師垂察。	n.	
		Guardian Signature:
		監護人簽名
		Guardian's Name:
		監護人姓名
		監護人姓名 Date of Submission:

^{*}A student who applies for casual leave should submit a written application to his form teacher three school days in advance.

^{*}申請事假的學生須提前三個上課日向班主任遞交告假信。

2. 家長使用 eClass Parent App 請假 (家長於 eClass Parent App 操作界面)

步驟1: 選擇 [請假] ·



步驟 2: 按(→) 申請請假。 🕻 更多 請假 2020-06-08 (週一) sick ❷ 已接納 2020-06-03 (週三) sick 提交文件 ❷ 已接納 已過期 216 日 0 ((.)) 即時訊息 學校宣佈 更多 首頁 通告

步驟 3: 選擇請假日子、填寫原因。



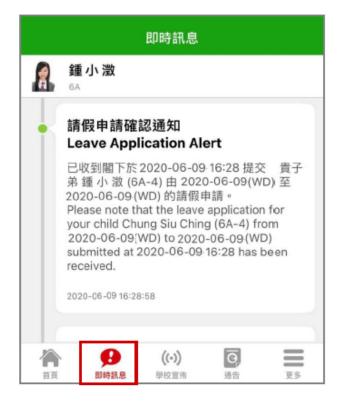
步驟 4: 並可上載證明文件。



步驟 5: 確認提交申請,按[確定]。



步驟 7:家長會即時收到請假申請確認通知。



步驟 6: 請假申請成功,按[確定]。



步驟 8:家長可按入申請,按 [取消請假申請]取 消請假申請。

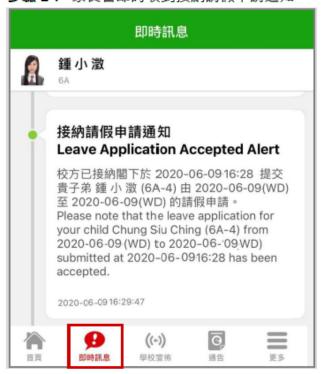


步驟 9:取消請假申請後,申請狀態會由 [待接納] 改為 [已取消]。



4. 家長於 eClass Parent App 檢視請假申請 (家長於 eClass Parent App 操作界面)

步驟 1: 家長會即時收到接納請假申請通知。



步驟 2: 請假申請狀態會由 [待接納] 變為 [已接納]。

