Chan Sui Ki (La Salle) College

陳瑞祺 (喇沙) 書院

Letter of Excuse

告假信

| | H 1176 114 | |
|--|--|---|
| Class Teacher: | | |
| 班主任 | | |
| Student Name: | (Class: & Class No.: |) |
| 學生姓名 | | J |
| | (dd/mm/yyyy) (a.m. /p.m.) (dd/mm/yyyy) (a.m. /p.m.) | |
| Type of Excuse 請假類型: | | |
| Sick Leave 病假 | Competition 校外比賽 | |
| Casual Leave (e.g. Family Issue) 事假(例:家庭原因) | External Examinations 校外考試 | |
| Medical Appointment 覆診 | Other 其他 | |
| Reason: | | |
| 理由 | | |
| Thank you for your kind attention. 請老師垂察。 | | |
| | Guardian's Signature: | |
| | 監護人簽名 | |
| | Guardian's Name: | |
| | 監護人姓名 | |
| | Date of Submission: | |
| | 遞交日期 | |

^{*}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。