

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

Absent Date : From ____/____/____(dd/mm/yyyy) _____ (a.m. /p.m.)
to ____/____/____(dd/mm/yyyy) _____ (a.m. /p.m.)

Type of Excuse: Sick Leave / Casual Leave (e.g. Family Issue) / Medical Appointment
請假類型 病假 事假（例：家庭原因） 覆診
Competition / External Examinations / Other
校外比賽 校外考試 其他

Reason: _____
理由

Thank you for your kind attention.
請老師垂察。

Guardian 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。