

**Tsuen Wan Government Secondary School
Personal Leave Application**

Official use only
Date(s):

P

CT

Name of Student: _____

Class: _____ ()

Tel. No.: _____(Home) _____(Student's Mobile)

_____ (Parent's Mobile)

- Date(s) of Leave: (1) _____ Time: whole day/_____day(s)
 From _____am/pm to _____am/pm
- (2) _____ Time: whole day/_____day(s)
 From _____am/pm to _____am/pm
- (3) _____ Time: whole day/_____day(s)
 From _____am/pm to _____am/pm

Reason(s):

- Medical appointment
- Examination (_____)
- Others: _____

Photocopy of Document(s) provided:

- Medical Certificate
- Admission Form
- Others: _____

Signature of Parent / Guardian : _____

Name of Parent / Guardian: _____

Date of Application: _____

Official Use Only

Approved Not approved

Date: _____ _____
(Principal)

荃灣官立中學
事假申請

校方專用

日期:

學生姓名: _____

班別: _____ ()

電話: _____(住宅) _____(學生手提)

_____ (家長手提)

P

CT

請假日期: (1) _____ 時間: 全日/共_____天
 上午/下午 _____ 至 上午/下午 _____

(2) _____ 時間: 全日/共_____天
 上午/下午 _____ 至 上午/下午 _____

(3) _____ 時間: 全日/共_____天
 上午/下午 _____ 至 上午/下午 _____

原因:

就診

考試 (_____)

其他: _____

證明文件影印本:

醫療證明

考試證明

其他: _____

家長 / 監護人簽署: _____

家長 / 監護人姓名: _____

申請日期: _____

由校方填寫

批准

不批准

日期: _____

(校長)