

LEAVE / EARLY LEAVE APPLICATION FORM 請假／早退申請表



Please fax the form to Ms. Fan (2571 8480) 請將表格傳真至樊小姐 (2571 8480)

Certificate in Computer Forensic Technology (Senior Secondary Applied Learning)
電腦鑑證科技(高中應用學習)證書
 2018-20 Cohort 學年

Leave / Early Leave Application Form 學生請假／早退申請表

Student Particulars 學生資料			
Name in English 英文姓名			
Name in Chinese 中文姓名	HKID Number 身份證號碼 First 4 character of HKID no. 身份證號碼首四個字	_ _ _ _ XXX(X)	
Course Title 課程名稱	Computer Forensic Technology 電腦鑑證科技	Class (HKU SPACE) 班別	
Contact Number 聯絡電話			
Application Details 申請資料			
Please "✓" in the appropriate box 請在合適的空格內加"✓"			
<input type="checkbox"/>	Sick Leave (Please attach doctor's certificate) 病假 (請附上醫生證明書)		
<input type="checkbox"/>	Causal Leave 事假	Reason (Please attach school activity notification or other supporting document) 原因 (請附上學校活動通告或其他證明文件)	
<input type="checkbox"/>	Early Leave 早退		
Date (DD/MM/YY) 日期 (日/月/年)	From (由)	To (至)	(Lesson 堂)
Parent/Guardian's Number 家長／監護人聯絡電話	Contact		
Name of Parent/Guardian 家長／監護人姓名		Signature of Parent/Guardian 家長／監護人簽署	Date 日期
Name of Course Tutor 導師姓名		Signature of Course Tutor 導師簽署	Date 日期