Shanghai United International School Pudong Campus

上海浦东新区民办协和双语学校

Request Form for Absence 请假单

Student’s name 学生姓名\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class 班级\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized absences to date 迄今请假天数累计□

Number of days requested 本次请假天数累计□

Dates 本次请假日期：from从\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to至\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please specify reason for absence with detail

请细述请假原因

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent’s Signature 家长签名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class teacher’s signature 班主任签名\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s/Head’s Signature 校长/主任签名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized absence 批准□

Unauthorized absence 不批准□

Date of issue 申请日期： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_