



京华中文学校 *Infinity Chinese School*

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## 缺课请假条 **Absence Form**

请提前将填写完整的缺课请假条同时 Email 给任课教师和学校。

Please fill out the Absence Note and **email it to both the class teacher and school in advance.**

姓名 Chinese Name: \_\_\_\_\_ 英文名 English Name: \_\_\_\_\_ 班级 Class: \_\_\_\_\_

请假日期和时间 Date and Time of the Absence: \_\_\_\_\_

会按时交家庭作业吗? Will turn in homework on time?: \_\_\_\_\_ 会 Yes \_\_\_\_\_ 不会 No

\*\*\* 请务必了解教师的迟交作业政策。 *Please be sure to familiarize yourself with your teacher's late homework policy.* \*\*\*

请假原因 Reason for the Absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

家长签字 Parent Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

初中/高中 老师、教练等 Middle/High School Teacher, Coach, etc:

名字 Print Name: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

签字 Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

\_\_\_\_\_ For School Use Only \_\_\_\_\_

补课日期和时间 Makeup Date and Time: \_\_\_\_\_

中文老师签字 Chinese Teacher Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

办公室签字 School Official Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_