



## IBSH Student Personal/Sick Leave Form

### 雙語部學生請假單

#### Parents Notify Disciplinarian

- Parent/ guardian should notify discipline section before 8:00 on absent day.
- **03-5777011 ext. 298**  
**wenchih@ibsh.tw**  
**i-school system**

#### Fill out Absent Report Form

- ◆ Have parents and HRT sign it before you turn in the form.
  - ◆ Turn in the form to Disciplinarian **IN 3 DAYS** after you return to school.
  - ◆ Keep the student copy after the disciplinarian returns it.
- When asking for a 3 or more day PERSONAL leave, please get the Dean's approval IN ADVANCE.**

#### Note:

1. When asking for a 3-or-more-day leave, the following is required:  
**Personal leave** → parent's note + Dean's approval  
**Sick leave** → doctor's verification + Dean's approval
2. Parents please sign your full name. If possible, parents please sign in Chinese.

#### 注意事項

1. 請假 3 天或 3 天以上者，請附上以下證明文件：  
**事假** → 家長說明 + 主任簽名核准 (需事先取得核准)  
**病假** → 診斷證明 + 主任簽名核准 (請先來電通知)
2. 家長請簽「全名」，如情況許可，請家長簽中文姓名。

#### (Student Copy)

Student	Student No.	Class	Chinese name	English name
	<b>Sample 690122</b>	<b>12B</b>	<b>鄭維欣</b>	<b>Wei-Hsin Cheng</b>
Reason	<input type="checkbox"/> Personal Reason 事假 <input type="checkbox"/> Health Reason 病假			
Time	From _____ / _____ : _____ To _____ / _____ : _____ <small>month day hour minute</small>			<b>Total</b> _____ period(s)
Parents and homeroom teacher please sign on the office copy. The student who asks for a leave please turn in the entire form to the discipline section in 3 days.			Disciplinarian's signature _____	Applied Date _____

(Student Copy, please keep it as your reference for at least 1 semester. 學生留存，請保留一個學期)

#### (Office Copy)

Student	Class	Student No.	Chinese name	English name
	<b>12B</b>	<b>690122</b>	<b>鄭維欣</b>	<b>Wei-Hsin Cheng</b>
Reason	<input type="checkbox"/> Personal Reason 事假 <b>Please state 請說明:</b> <input type="checkbox"/> Health Reason 病假			
Time	From _____ / _____ : _____ To _____ / _____ : _____ <small>month day hour minute</small>			<b>Total</b> _____ period(s)
Parent's signature	Homeroom Teacher's signature		Disciplinarian's signature	Applied Date
_____	_____		_____	_____

Parent's Note 家長手書 (Please write on other side if necessary. 如有需要可在反面書寫)

Dean's approval for a  
3-or-more-day leave