

Stewards Pooi Kei College

Student Sick Leave Form

Date:

To Whom It May Concern,

Please kindly excuse my child _____ (name) of _____, _____ (class & no.) who has been on sick leave from _____ to _____ for a total of _____ school day(s). My child has suffered from _____ (diagnosis).

Medical certificate attached: Yes / No * (*please delete as appropriate)

Thank you for your attention,

(Signature of Parent)

Note:

- This form together with the medical certificate should be presented to the class teachers on the day of return from the sick leave.
- Leave Application Procedures and promotion requirements regarding the attendance rate are shown on the P.10 and P.18 of the Student Handbook respectively.

香港神託會培基書院

學生病假通知書

敬啟者：

敝子弟 _____, _____ (班別及學號) _____ (姓名) 因患 _____ (診斷病症) 於 _____ 至 _____ (日期) 請病假共 _____ 上課天。

附上醫生病假證明：有 / 沒有* (*請刪去不適用)

此致

香港神託會培基書院

家長簽署

日期:

請注意:

- 請於病假翌日交回此請假信及醫生證明信予班主任。
- 告假程序請參閱學生手冊內第十頁，有關升班標準請參閱學生手冊內第十八頁。