



TAOYUAN
AMERICAN
SCHOOL

桃園美國學校

Preparing our students today, for the future of tomorrow



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2021-2022 Student Absence Form 學生請假單

| | | | |
|---------------------------------|--|---------------------------|--|
| Student Name 學生姓名 | | Grade 年級 | |
| Dates of Absence 請假日期 | <ul style="list-style-type: none"> Date _____ (mm/dd/yyyy) From _____ (mm/dd/yyyy) To _____ (mm/dd/yyyy) | | |
| Duration of Leave 請假天/節數 | <ul style="list-style-type: none"> Day(s): _____ Period(s): From _____ (Period) To _____ (Period), Total Periods _____ | | |
| Leave Category 請假事由 | <input type="checkbox"/> Sick Leave 病假 <input type="checkbox"/> Personal Leave 事假 <input type="checkbox"/> School Activity / Official Affairs 公假 <input type="checkbox"/> Others 其他 _____ | | |
| Signature/Date 核准簽章/日期 | | | |
| Parent/Guardian's 家長/監護人 | | Homeroom Teacher's 班導師 | |
| ES/MS/HS Director 部門主管 | | Principal 校長 | |
| Administration Office 辦公室 | | | |

Absence Form Process 請假流程:

- One day leave 一天內請假:
Student fill the form → Parent's approval → Homeroom Teacher → Administration Office
- Two days and over leave 兩天以上請假:
Student fill the form → Parent's approval → Homeroom Teacher → ES/MS/HS Director → Principal
→ Administration Office
- Please complete this form within 3 days after returning to school. 請於返校三日內完成假單