



義大國際高級中學 課後時間學生外出請假申請表



**IIS After School Absence Form**

填表日期： 年 月 日

班級 Class		姓名 Name		聯絡電話 Contact Number	
請假日期 Leave Date/Time	From: 年(Y) 月(M) 日(D) 時(H) 分(M) To: 時(H) 分(M)				
請假事由 Please state reason(s)					
備註 Notes	<p>1. <input type="checkbox"/>非住宿生 Non-Boarder <input type="checkbox"/>住宿生 Boarder</p> <p>2. 家長如欲委託他人帶子女到校外活動，請至少於一週前填妥家長委託書，委託人、受委託人雙方簽名後，連同本假單送到教學部門主任、學務主任、夜輔組長確認提出申請。請受委託人於到校接送學生時出示身份證明文件。(非住宿生免簽夜輔組) In case of one parent is authorized by the other parent to take his/her child/children out of the school, both parents are required to sign the "Student Pick-Up Letter of Attorney" and submit the form to the director of the academic department, director of Student Affairs Office and Supervisor of Evening Guidance for further approval. Non-Boarders don't need to get approval from Night Guidance Division.</p> <p>3. 導師、專任教師、課輔教師、兼任教師及行政人員，如因特殊需求要帶學生外出，請於一週前向教學部門、學務處提出申請。(非住宿生免簽夜輔組) Any teacher include subject teacher, evening class teachers, part-time teachers or faculty need to take students out of the school after school time (after 5:00 pm); it is required to submit the application form one week prior to the applied date to the Academic Department and the SAO for approval. Non-Boarders don't need to get approval from Night Guidance Division.</p>				
家長/教師 Parents/ Teachers	導師 Homeroom Teacher	教學部門主任 Academic Director	夜輔組 Night Guidance Division	學務主任 Director of SAO	校長 Principal



義大國際高級中學  
學生接送委託書



本人為\_\_\_\_\_（班級）\_\_\_\_\_（學生姓名）家長。茲因

本人（稱委託人）\_\_\_\_\_（事由）無法親自前

往學校陪同子女外出，特委託\_\_\_\_\_（稱受委託人）於

\_\_\_\_\_（期間）\_\_\_\_\_時\_\_\_\_\_分（時間）

代為陪同本人子女外出並接送往返。如有不實情事，願自負法律責任。

此致

義大國際高級中學

委託人姓名：\_\_\_\_\_（簽名）

身分證字號：\_\_\_\_\_

戶籍地址：\_\_\_\_\_

聯絡電話：\_\_\_\_\_

受委託人姓名\_\_\_\_\_（簽名）

身分證字號：\_\_\_\_\_

戶籍地址：\_\_\_\_\_

聯絡電話：\_\_\_\_\_

備註：一、請受委託人於到校接送學生時出示身份證明文件。

二、本委託書請於委託一週前交至學生事務處。

中華民國：\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日



**I-Shou International School**  
**Student Pick-up Letter of Attorney**



I am the parent of \_\_\_\_\_(Homeroom)\_\_\_\_\_ (Student's name). Due to \_\_\_\_\_(reason), I cannot pick up my child today. I authorize Mr./Mrs./Miss \_\_\_\_\_ to pick up my child at \_\_\_\_\_(time) on \_\_\_\_\_(yyyy/mm/dd). If this statement is not true, I will bear all legal responsibilities.

Signature of the Authorize Person: \_\_\_\_\_

ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Signature of the Authorized Person: \_\_\_\_\_

ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Note: 1. Authorized person please present your ID card when picking up the student.

2. Please submit this form to SAO a week before of that date requested.

Date: \_\_\_\_\_(yyyy)\_\_\_\_\_ (mm)\_\_\_\_\_ (dd)