|  |  |
| --- | --- |
| http://www.sjc.edu.hk/download/badge_bw_400x456.jpg | **I:\SJC\Admin\ECA\Logo\black.jpg**St. Joseph's College  Form E  Extra-curricular Activities Department  Application for Temporary leave from lessons |

**A. Details of Applicant**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student-in-charge:** |  | | **Class:** | |  | | | **No.:** | | |  | |
| **Club/Society:** |  | | | | | | | | | | | |
| **Teacher-in-charge (TIC):** |  | | | | | | | | | | | |
| **Purpose/Reason:** |  | **Promotion at:** | | **S1** | | **S2** | **S3** | | **S4** | **S5** | | **S6** |
|  | |  |  | |  |  | |  |

**B. Details of Application**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lesson** | **Date: *\**Day: Mon / Tue / Wed / Thu / Fri** | | | | | | | |
| **Student 1** | | | | **Student 2** | | | |
| **Name** | | **Class** | **No.** | **Name** | | **Class** | **No.** |
| **Subject** | **Name and Signature**  **of Subject Teacher** | | | **Subject** | **Name and Signature**  **of Subject Teacher** | | |
| ***#*1** |  | | | |  | | | |
| **2** |  |  | | |  |  | | |
| **3** |  |  | | |  |  | | |
| **Recess** | | | | | | | | |
| **4** |  |  | | |  |  | | |
| **5** |  |  | | |  |  | | |
| **6** |  |  | | |  |  | | |
| **Lunch** | | | | | | | | |
| **#7** |  | | | |  | | | |
| **8** |  |  | | |  |  | | |
| **9** |  |  | | |  |  | | |

***# Application for leave at the 1st or the 7th lesson is NOT permitted. \* Delete as appropriate.***

**C. Travel between 7 KR and 26 KR (if necessary^)**

|  |  |  |
| --- | --- | --- |
| **Route** | **Time** | **Name and Signature of Accompanying Teacher** |
| **From 7 KR to 26 KR** |  |  |
| **From 26 KR to 7 KR** |  |  |

***^ Student(s) must be accompanied by a teacher to travel to the other campus.***

|  |  |  |
| --- | --- | --- |
| **D1. Approval** |  | **D2. Approval *(leaving the school campus)*** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **TIC:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ECA Department:**  **Ms. Yeung Rani/ Mr. Tam CY** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Principal:**  **Ms. Wong Yuen Fan** |

***P.S. Student-in-charge should submit hard copies of this form to the office AND Mr. Tam CY. An additional hard copy should also be put on the teacher’s desk in the corresponding classrooms.***