



St. Joseph's College
Extra-curricular Activities Department
APPLICATION FOR TEMPORARY LEAVE FROM LESSONS

Form E



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: Mr Jeffrey Yim | Principal: Mr T. M. Kwok |
|------|-----------------------------------|-----------------------------|

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