

Chan Sui Ki (La Salle) College
Letter of excuse for being absent from school

A student who has been absent from school should submit a letter of excuse signed by the parent or guardian to the form teacher immediately when he returns to school.

(1) On the front of envelop, the following items must be clearly stated.

- a. the class
- b. the class number
- c. the name of the student

F.1A No. 43 Chan X X
To F.1A Form-teacher

Fig. 1 shows an example.

Fig.1

(2) In the letter, the following information must be clearly stated.

- a. the class
- b. the name of the student
- c. the reason of absence (a detailed reason must be given, do not just put down “family / personal affair” or “sick”)
e.g. to visit grandmother in China
to apply for an identity card
to see the doctor because of having a fever (if possible, attach the certificate from the doctor)
- d. the date / dates of absence
- e. signature of parent or guardian
- f. the date of submitting the letter

The following is an example of the letter.

4 th Sept., 2007
Dear Form-teacher,
My son Chan X X of F.1A had been absent from school for two days (3 rd and 4 th Sept., 2007). It is because his grandmother was very sick in China and he went to visit her with his mother.
Thank you for your kind attention.
Yours sincerely, <hr style="width: 150px; margin: 0 auto;"/> Chan X (Mr.)

(3) A student who will be absent from school may submit the letter of excuse in advance to the form-teacher.

Mr. Sze Kin Kwan
Principal

學生告假信

曾缺席之學生應將家長或監護人簽署之告假信於恢復上課的第一天交予班主任。告假信應符合下列之基本要求：

(一) 信封正面應註明下列各項資料：

1. 所屬班級
2. 班號
3. 學生姓名

F.1A No. 43 Chan X X 致 F.1A 班主任

如右例所示。

(二) 告假信之內容應包括下列各項：

1. 所屬班級
2. 學生姓名
3. 告假理由(應詳細列出理由，切勿祇寫因事或因病)
例如：因回鄉探祖母
因往辦領身份證
因發燒往看醫生等。(如有醫生證明文件，請附於告假信內。)
4. 告假日期
5. 家長或監護人簽署
6. 交信日期

如下例所示

X 班主任： 小兒陳 X X (F.1A)在二零零七年九月三日及四日兩天因回鄉探望病重的祖母，未能返校上課。現補回請假信，請 X 老師垂察。 家長 簽署： _____ 二零零七年九月四日

(三) 將會告假的學生亦可以上述式樣的告假信預先交予班主任。