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| **新莊高中學生臨時外出請假單** | | | | | | | | | | | | |
| **班級** |  | **姓名** |  | | | **座號** | |  | **日期** | **月 日 節起至 節止** | | |
| **事由** | **□事假 □公假**  **□病假 □其他** | | | | | | **一、本單為上學期間臨時外出使用，事後應完成請假手續。**  **二、臨時外出需通知家長或請家長帶回。**  **三、需經各班導師簽章。**  **四、未經生輔組簽章無效。** | | | | | |
| **生輔組長** |  | | | **導師** |  | | | | | | **輔導教官** |  |
| **班長** |  |

**第一聯：學生存根**

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**第二聯：導師存根**

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| **新莊高中學生臨時外出請假單** | | | | | | | | | | | | |
| **班級** |  | **姓名** |  | | | **座號** | |  | **日期** | **月 日 節起至 節止** | | |
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| **生輔組長** |  | | | **導師** |  | | | | | | **輔導教官** |  |
| **班長** |  |

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**第三聯：生輔組存根**

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| **新莊高中學生臨時外出請假單** | | | | | | | | | | | | |
| **班級** |  | **姓名** |  | | | **座號** | |  | **日期** | **月 日 節起至 節止** | | |
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