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| **臺中市私立嶺東中學放學後及假日留校申請表** | | | | | | | | | | | | | | | | | | | |
| 申請班級或社團 | | | | | |  | | | | | | | | | | | | | |
| 填報人 | |  | | | | 留校  原因 | | | **□**溫書**□**其他，原因**ˍˍˍˍˍ**ˍ 地點**ˍˍˍˍˍˍ**ˍ | | | | | | | | | | |
| 隨班  老師 | |  | | | 留校  日期 | | | | 月 日 | | | | 留校  時間 | | | 時 分至 時 分 | | | |
| 注意事項：  (1)留校學生請以班級或社團為單位，經導師或指導老師同意後於時限前向生輔組填表申辦。  (2)經核准留校同學平日課後留校請加蓋教務處，並至教官室確認獲分配之教室，再至指定教室就位。  (3)填報人須負責教室整潔及人員管制;隨班老師負責到離校管制。  (4)平日放學後留校學生，在18:00~20:00前須離校，請事前完成臨時外出單申請，臨時請假外出請刷警衛室旁臨時離校刷卡機或是用電腦補登，始可離校。  (5)假日留校學生進入校園須完成刷卡紀錄，最晚須於17:30前離校。 | | | | | | | | | | | | | | | | | | | |
| 留校  人員 | **□**全班（名單如下） **□**個別（名單如下） | | | | | | | | | | | | | | | | | | |
| 班級 | 姓名 | | | 點名 | | | | 班級 | | 姓名 | | 點名 | | | 班級 | | 姓名 | | 點名 |
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| 導師簽章 | | |  | | | | 教務處  核章 | | | |  | | | 教官室  核章 | | | |  | |