

# 缺曠記錄更正單

## Records of Absence Correction Form

班級

Class

姓名

Name

學號

Student Number

日期 /

Date

科目：

Subject

節次：

Period

刪除曠課原因：

The reasons of deleting absence

任課老師簽名：

Teacher's signature

一、依據學生請假規則第五條第五款：「學生對授課老師缺曠記錄有疑問者，得依缺曠記錄更正單完成申請修正，修正作業於授課老師授課日期後兩週內完成更正，逾期不予受理。」

According to the Regulations of Students' Absence Leaving 5.5, If you have any questions toward your attendance record, please submit this correction form within two weeks after the record is made, expiration is no longer accepted."

二、以上填寫完整後，請遞交學務處生活輔導組辦理。

Please send this form back to the office of Student Life Section after filling it out.

生輔組收件日期：

生輔組更正日期與簽名：