臺南市立大灣高中學生獎懲簽擬單

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| 班級 | 座號 | 姓 名 | 獎懲日期  (務必填寫) | | 獎 懲 事 實  (務必詳實) | | | 獎懲意見 | 備註 |
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| 提 供  老 師 |  | | 導 師  意 見 |  | | | 生 輔  組 長 |  | |
| 學 務主 任 | |  | | | 校 長 |  | | | |
| 附  記 | ＊事實發生後，請提供老師在一日內填此獎懲單送生活輔導組。  ＊請導師協助聯繫家長或者將獎懲事由填寫於聯絡簿告知家長，避免產生  爭議。  ＊生活輔導組接獲此單後即送達該班導師簽擬意見並即送回生輔組。  ＊生活輔導組調查事實簽擬意見按規定程序轉呈核辦。 | | | | | | | | |

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| 班級 | 座號 | 姓 名 | 獎懲日期  (務必填寫) | | 獎 懲 事 實  (務必詳實) | | | 獎懲意見 | 備註 |
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