

台南市新化區正新國小學生臨時外出單(第一聯警衛室留存備查)  
Temporary Leave Form for Students(First copy retained by the Security Office for record-keeping.)

班級：	年	班	座號：	姓名：		
Class	Year	Class	Seat Number	Name		
外出事由：	<input type="checkbox"/> 病、傷假		<input type="checkbox"/> 事假		<input type="checkbox"/> 其他：_____	
Reason for Leave	Sick or Injured		Personal Leave		Other	
離校時間：	月	日	時	導師簽章		
Departure Time	Month	Day	Hour	Homeroom Teacher's Signature		
是否返校：	<input type="checkbox"/> 大約_____時回校		接送家長簽名			
Return to School	Approximately return by		Parent/Guardian Signature			
	<input type="checkbox"/> 今日不回校		接送家長聯絡電話			
	Will not return today		Parent/Guardian Contact Number			
<p>(1) 本單為學生外出之證明單。 <b>This form serves as proof of the student's departure.</b> This form can be used as official documentation for the student's leave.</p> <p>(2) 蓋章視同簽名，同具法律效力。 <b>A stamp is considered equivalent to a signature and holds the same legal validity. If necessary, a stamp can be used instead of a signature, and both have the same legal force.</b></p> <p>(3) 返校時間由「接送家長」離校前填寫。 <b>The return time should be filled in by the "parent/guardian" before leaving the school. Parents or guardians should indicate the estimated return time or note if the student will not return to school on the same day.</b></p> <p>(4) 「導師簽章」處由「校護」簽章亦具同等效力。 <b>The "homeroom teacher's signature" can also be substituted with the "school nurse's" signature with equal validity. If the homeroom teacher is unavailable, the school nurse's signature can also be accepted.</b></p> <p>(5) 本單請於離校時請交給「警衛室」，警衛留存此表備查。 <b>Please submit this form to the "security office" upon leaving the school. The security office will keep this form on record for reference.</b></p>						

台南市新化區正新國小學生臨時外出單(第二聯家長自存)  
Temporary Leave Form for Students(Second copy kept by the parent/guardian)

班級：	年	班	座號：	姓名：		
Class	Year	Class	Seat Number	Name		
外出事由：	<input type="checkbox"/> 病、傷假		<input type="checkbox"/> 事假		<input type="checkbox"/> 其他：_____	
Reason for Leave	Sick or Injured		Personal Leave		Other	
離校時間：	月	日	時	導師簽章		
Departure Time	Month	Day	Hour	Homeroom Teacher's Signature		
是否返校：	<input type="checkbox"/> 大約_____時回校		接送家長簽名			
Return to School	Approximately return by		Parent/Guardian Signature			
	<input type="checkbox"/> 今日不回校		接送家長聯絡電話			
	Will not return today		Parent/Guardian Contact Number			
<p>(1) 本單為學生外出之證明單。 <b>This form serves as proof of the student's departure.</b> This form can be used as official documentation for the student's leave.</p> <p>(2) 蓋章視同簽名，同具法律效力。 <b>A stamp is considered equivalent to a signature and holds the same legal validity. If necessary, a stamp can be used instead of a signature, and both have the same legal force.</b></p> <p>(3) 返校時間由「接送家長」離校前填寫。 <b>The return time should be filled in by the "parent/guardian" before leaving the school. Parents or guardians should indicate the estimated return time or note if the student will not return to school on the same day.</b></p> <p>(4) 「導師簽章」處由「校護」簽章亦具同等效力。 <b>The "homeroom teacher's signature" can also be substituted with the "school nurse's" signature with equal validity. If the homeroom teacher is unavailable, the school nurse's signature can also be accepted.</b></p> <p>(5) 本單請於離校時請交給「警衛室」，警衛留存此表備查。 <b>Please submit this form to the "security office" upon leaving the school. The security office will keep this form on record for reference.</b></p>						