

SKH Lam Woo Memorial Secondary School
ECA-Request for Absence (due to Clash between Activities)

Name: _____ (English) _____ (Chinese)

Class: _____ Class No.: _____ | Signature of Parent : _____ |

Attendance

The above student is required to attend
 _____ (Activity)
 _____ (Code, if any) to be held on
 _____ (Date)
 from _____ to _____ (Time)
 Name of Group: _____
 Teacher-in-charge: _____
 Signature : _____
 Date: _____

Absence

The above student is granted to absence
 _____ (Activity*)
 _____ (Code, if any) to be held on
 _____ (Date)
 from _____ to _____ (Time)
 Name of Group: _____
 Teacher-in-charge: _____
 Signature : _____
 Date: _____

* If you request for absence from an extra-curricular activity, please return this form to *Mr Fan S.W.* (Musical Instrument Class) or *Ms Lee S.M.* (Musical School Team and Musical Instrument Class) or *Teacher-in-charge* (Academic or Sports School Team / Club) **at least 2 school days before the activity** is held.

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