

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 Ng C.Y.* (Musical Instrument Class) or *Mr Chan C.H.* (Musical School Team and Musical Instrument Class) or *ECA Assistant* (Academic or Sports School Team / Club) **at least 2 school days before the activity** is held.

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