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| 淡江大學學生請假單（申請聯）  第　　頁／共　　頁 | | | | | | 請假單號：（免填，由系統產生） | | | | | | |
| 系級： | | | | | | 學號： | | | | 填寫日期： | | |
| 姓名： | | | | | | 電話： | | | | | | |
| 通訊地址： | | | | | | | | | | | | |
| 假別：公／事／病／喪／產／流產／陪產／生理 | | | | | | 事由： | | | | | | |
| 請假日期： | | | | | |
| 本次請假日數： | | | | | | | | | | | | |
| 日期 | | 星期 | | 科目名稱 | | | | 任課老師 | | | 備註 | |
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| 以上共請假　　節，以下為簽證欄 | | | | | | | | | | | | |
| 系教官 | 院教官 | | 導師／系主任 | | 生輔組組長 | | 學生事務長 | | 行政副校長 | | | 批示 |
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| □我已閱讀並同意淡江大學個人資料蒐集、處理及利用告知聲明　　　　　（請依請假日數之規定流程進行簽證） |
| 學生簽名：　　　　　　　簽證完成後請檢附相關證明文件，至學務處聯合服務櫃檯辦理准假事宜，並領取核准聯。 |