

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: \_\_\_\_\_

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 \_\_\_\_\_ (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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