ECS-E07
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.