**请假条**

Note

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| **姓名:**  **Name** | **班级:**  **Class** | **专业：**  **Major** | **学号：**  **Student Number** |
| **请假原因:**  **Reason for leave** | | | |
| **时间 :**  **Leaving date** | | **请假课程：**  **Name of the course** | |
| **本人签名：**  **Signature** | | **班主任意见：**  **Head teacher’ opinion** | |
| **对外交流合作处意见：**  **Opinion of the department** | | **学校意见：**  **Opinion of the school** | |