**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** |