**软件工程学院学生请假条（老师留存）**

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| **姓名** |  | | **班级** |  | **学号** | |  | | **联系方式** |  |
| **家长电话** | |  | | | | **辅导员**  **意 见** | |  | | |
| **请假原因** | |  | | | | | | | | |
| **审批日期** | | **年 月 日** | | | | | | | | |

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| **软件工程学院学生请假条（学院留存）**   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **姓名** |  | | **班级** |  | | **学号** |  | | **联系方式** |  | | **家长联系方式** | |  | | | | **辅导员联系方式** | |  | | | | **请假原因** | |  | | | | | | | | | | **请假课程名称** | | | | | **请假课时** | | | | **请假时间** | | |  | | | | |  | | | |  | | |  | | | | |  | | | |  | | |  | | | | |  | | | |  | | |  | | | | |  | | | |  | | |  | | | | |  | | | |  | | |  | | | | |  | | | |  | | | **科任老师**  **审批意见** | | | | | **您是否同意该生请假申请（1、是 2、否 ）**  **签名** | | | | | | | **审批日期** | | | | | **年 月 日** | | | | | | |

**备注：**

1. **学生不能按时参加教育教学计划规定的活动，应事先填写请假单；病假应附学院医务所指定医院的证明，因急病未能于事前请假者，由本人于两天内办理好请假手续，否则不予补假。请假2天以上者需学生手册流程办理。**
2. **请假理由必须清晰明了，连续请假不得“化整为零”分天填写；**
3. **该表分本正本和存根，正本由辅导员审批盖章后，学生交给科任老师审批，科任老师审批后将存根返回辅导员留存，正本由科任老师留存。**
4. **本请假条模板为软件工程学院统一核定模板，其他请假条无效。**