

慈幼英文學校
SALESIAN ENGLISH SCHOOL
校務及學生事務組

SCHOOL ADMINISTRATION AND STUDENT AFFAIRS TEAM
更改通告簽發方式申請表

APPLICATION FOR CHANGE OF WAY OF RECEIVING & REPLYING SCHOOL NOTICES

在填寫申請表前，請閱讀以下事項： Please read the instructions below before completing this form:

注意事項 Points to be noted

1. 除遇特別情況，每年只可更改一次
Except special cases, the way can be modified once only throughout a year.
2. 生效日期：學生遞交表格後五個工作天
Effective Date: Five working days upon the submission of this form.

I 學生資料 STUDENT PARTICULARS

姓名 (英文) _____ 中文 _____
English Name _____ Chinese _____
班別及學號
Class and Class Number F. _____ (_____)

II 收取及簽回通告方法 WAY OF RECEIVING & REPLYING TO SCHOOL NOTICES

- 本人欲以電子方式收取及簽回學校通告
I want to receive and reply the school notices **electronically**.
- 本人欲以文本方式收取及簽回學校通告
I want to receive and reply the school notices **textually**.

家長簽署 Parent's Signature

_____/_____/_____
日期 Date

填妥之表格請交回校務處 Please submit the completed form to the school office.

*此部分由校務處填寫 To be completed by the School Office.

Office:	Completed by _____ (_____)	Date: _____/_____/_____ / /
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This form should be filed by the school office.