**附件：** **臺南市立將軍國民中學教師請假調、代課表(第 頁)**

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| **請假教師：** | | | | | **遺留課務及被商請調課、代課教師調、代課情形** | | | | | | | | | | | | | | |
| **請假時間** | | | | | **遺留課務1** | | | **被商調教師1** | | | **遺留課務2** | | | **被商調教師2** | | | **查核** | | |
| **年** | **日期** | **星期** | **起** | **迄** | **班級** | **節次** | **科目** | **日期** | **節次** | **教師簽名** | **班級** | **節次** | **科目** | **日期** | **節次** | **教師簽名** | **教設組** | **教務主任** |
| **106** | **8/30** | **三** | **13:00** | **17:00** | **三乙** | **2** | **體育** |  |  | **陳淑芳(代)** | **三乙** | **4** | **數學** | **8/30** | **6** | **王姝媚(調)** |  |  |
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| 註一：教師個人差假、休假、事、病假【2日以下】商請其他教師代課之鐘點費由請假人自行支付。被商請代、調課教師需簽名以示同意並確  認課務無誤。通知班級或代、調課教師之代、調課通知由請假人自行通知(調整課務時，請考量學生受教權)。  註二：被商調教師簽名，請務必確認有時間代課或調課後再行簽名：代課僅需簽名即可；調課請協調時間後再簽名。  註三：本表單將是未來檢視課務調整的依據，敬請確實記錄，以免影響個人權利及學生受教權。  註四：第一行為範例，敬請參考，若有任何疑問可至教設組詢問，感謝您的配合。 | | | | | | | | | | | | | | | | | | | |

**附件：** **臺南市立將軍國民中學教師請假調、代課表(第 頁)**

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| **請假教師：** | | | | | **遺留課務及被商請調課、代課教師調、代課情形** | | | | | | | | | | | | | | |
| **請假時間** | | | | | **遺留課務1** | | | **被商調教師1** | | | **遺留課務2** | | | **被商調教師2** | | | **查核** | | |
| **年** | **日期** | **星期** | **起** | **迄** | **班級** | **節次** | **科目** | **日期** | **節次** | **教師簽名** | **班級** | **節次** | **科目** | **日期** | **節次** | **教師簽名** | **教設組** | **教務主任** |
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