

學生線上請假方式

步驟 1：下載新北校園通 app



步驟 2：打開新北校園通 app 點選”上課 Y0”



步驟3：點選右下方”假單”



步驟4：填好124，若3日以上請於3上傳相關證明，最後點選”送出假單”

A screenshot of the '學生請假' (Student Leave Request) form. The form includes a '請假類別' (Leave Category) section with various options like '生理假', '事假', '病假', etc., and a '請假原因' (Leave Reason) text area. There is a '送出假單' (Submit Leave Slip) button at the top right. The form is divided into sections with red borders and numbered 1, 2, 3, and 4. Section 1 is the leave category, section 2 is the leave reason, section 3 is the leave date and time, and section 4 is the leave duration. The form also includes a '新增日期' (Add Date) button and a '起訖節數' (Start/End Period) section.

註：重大活動如：開學典禮、結業式、校外教學及校慶，倘需請假請使用紙本假單並附紙本證明。