Preparation for Principalship Course for Aspiring Principals

Application for Make-up Class

Name in English: _____ Participant No.: _____

Course: _____ Cycle: _____

Primary / Secondary*

*Delete as appropriate

AR Training / Module Session	Original Session Date	Make-up Class (*MUST be the **same module session** to be conducted **in the following cycle**.) The exact date will be announced by HKIER.*		
		Cycle	Course	Date
Action Research Training Session				
Seminar on Basic Law				
Module _____				
Module _____				
Module _____				
Module _____				

Reason(s) for applying for make-up class (only job-related reason(s) will be accepted):

_____

_____

_____

_____

Signature: _____ Date: _____

Certification of Reason(s) by School Principal:

School Chop and
Principal's Signature: _____ Date: _____

For office use

RESULT:

Approved ☐ Not Approved ☐

Signature: _____ Date: _____

Record Updated
(Student Excel Database) by: _____ Date: _____

Checked by: _____ Date: _____