

## **Dropping of elective subject(s) 選修科退修程序**

各位同學，若你們並未提交選修科退修申請表但打算退修選修科，請於 14/7 (星期二) 或之前，將填好的選修科退修申請表(有同學及家長簽名的第一頁)，WhatsApp 或電郵其相片給導師，導師會致電學生及家長確認及協助進一步的處理事宜，但請保留同學及家長已簽署的申請表。

另外，學校批核同學的選修科退修申請後，會通知導師，導師會轉告同學及家長，而學校亦將於稍後復課時發給同學選修科退修確認書，請家長簽收，同學應把附有家長簽署的確認書，連同之前他們及家長簽署的申請表一併交回給導師。

學務組

Dear S4 and S5 students,

If you have not handed in your application but you would like to drop your elective(s), please complete the first page of the application form (with your signature and your parent's signature) and take a photo of it. Please pass the photo to your mentor through WhatsApp or email on or before 14 July (Tue). Your mentors will make phone calls to you and your parents to confirm your dropping of the elective subject. Please keep the application form (with your signature and your parent's signature).

Mentors will inform you and your parents the result of application later. When school resumes, a confirmation letter will be issued to you and you are required to hand in your application form (with your signature and your parent's signature) and the confirmation letter (with your parent's signature) to your mentors.

Academic Committee