**高雄市鹽埕區鹽埕國民小學 教師調課申請單**

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| 單位  (班級) | |  | | | 申請人 | |  | | | | | | 申請日期 | | |  | | |
| 申請調課事由 | |  | | | | | | | | | | | | | | | | |
| 課程調動狀況 | | | | | | | | | | | | | | | | | | |
| 調動科目 | | | | | | 原上課節次 | | | | | | 調整後節次 | | | | | | 調課教師同意調課簽名 |
| 調課班級 | | | 科目名稱 | | | 日期 | | 星期 | | 節次 | | 日期 | | 星期 | | | 節次 |
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| 申請人簽名 |  | | | 教學組長 |  | | | | 教務主任 | |  | | | | 校長 |  | | |
| 備註 | 一、請任課教師本人填寫「調課申請單」，以確保課程確實授課，並會教務處核章，交由教務處教學組存查。  二、調課請詳填補課日期及節次，並確定於時間完成補課並註記於班級日誌。  三、如調課科目較多，可檢附功課表，並於課程調課狀況欄位填寫如附件。 | | | | | | | | | | | | | | | | | |