Preparation for Principalship Course for Aspiring Principals
Application for Make-up Class

Name in English: ____________________________________  Participant No.: __________
Course: ________________________________________  Cycle: __________
Primary / Secondary*  

*Delete as appropriate

<table>
<thead>
<tr>
<th>AR Training / Module Session</th>
<th>Original Session Date</th>
<th>Date of Make-up Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Research Training Session</td>
<td></td>
<td>(MUST be the same module session to be conducted in the following cycle.)</td>
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<tr>
<td>Module __________</td>
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<td>The exact date will be announced by HKEIR.</td>
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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: ______________