**新北市立新北高級工業職業學校　　　學年度　　學期教師課表調整申請表**

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| **申請人** | | | | |  | | | **職稱** | | |  | | | | | | **任教科目** |  | |
| **事由** | | | | |  | | | | | | | | | | | | | | |
| **原排定課表** | | | | | | | | | **擬互調課表** | | | | | | | | | **互調教師**  **簽章** | |
| **年** | **班** | | **星期** | **節次** | | **科目** | | | **年** | **班** | | | **星期** | **節次** | **科目** | | |
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| **申請教師調整後課表** | | | | | | | | | | | | | | | | | | | |
| **星期**  **節次** | | **一** | | | | | **二** | | | | | **三** | | | | **四** | | | **五** |
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| 注意事項：   1. 申請調整課表之原因，須以學生受教權為優先考量。 2. 如違反排課原則，教務處得拒絕申請案。 3. 擬互調課表之教師，需簽名以示同意互調。 4. 請於規定期限內提出申請。 5. 正式課表於教學組公告日期開始實施，並請教師按課表上課，切勿私下任意調課。 | | | | | | | | | | | | | | | | | | | |

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| 申請人 | 簽章  申請日期：  年 月 日 | 教務處 | 擬：  □申請內容經查無違反排課原則，建請鈞長同意申請。  □申請內容經查有違反排課原則第點，不建議調整課表。  □申請內容非經常性需求，建議依一般請假程序處理。 |
| 會辦單位  (後會) | 單位主管  人事主任 | 校長 | □如擬  □其他 |