**新北市立新北高級工業職業學校 學年度 學期教師學期課表調整申請表**

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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 | |
| 班級 | | 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. 正式課表依教務處公告日(第2週前)開始實施，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 |