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| 市立龍潭高級中等學校學生獎懲處理簽呈表 | | | | | | | | | | | |
| 班級 | 學號 | 姓名 | | | 事由  （月日時間重要事實） | | | 獎懲  代號 | 獎懲  類別 | | 導師蓋章 |
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| 簽辦人 |  | | 生輔  組長 |  | | 學務  主任 |  | | | 校長  批示 |  |
| 輔導  教官 |  | | 主任  教官 |  | | 輔導室 |  | | |  | |