

**Assumption College Nakhonratchasima**

**Teacher Substitution Classes Record**

Date: ………. /……….. /…..………

Title: Substitution Class Record

Dear Head of Academic Department

I, (Mr./Mrs./Ms.) ……………………..…………................…………… Position ….…………...………………….… cannot attend to my classes because

………………………………………………………………………..................………………………………………………………………………………………………………..………….

for …………………….... day (s) from ………... /……….. /…….……… to ………. /……….. /………………

For continuity in learning, I’d like the following teachers to substitute my classes.

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| --- | --- | --- | --- | --- | --- |
| **Absent****Date** | **Period** | **Class** | **Substitution** | **Name of Substitute****Teacher** | **Sign** |
| **Date** | **Period** | **Class** |
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**Please find a cover teacher for the following classes that I cannot make swapping.**

**1. Day:** ………………………………. **Date:** ………. /……….. /……….……

1st Period/Class: …………..…. 2nd Period/Class: ……………..… 3rd Period/Class: ………….……4th Period/Class: ……………………

5th Period/Class: …………..…. 6th Period/Class: …………..…….7th Period/Class: ………………..8th Period/Class: ……………..…….

**2. Day:** ………………………………. **Date:** ………. /……….. /………………

1st Period/Class: …………..…. 2nd Period/Class: ……………..… 3rd Period/Class: ………….……4th Period/Class: ……………………

5th Period/Class: …………..…. 6th Period/Class: ………….….….7th Period/Class: ………………..8th Period/Class: ……………..…….

**3. Day:** ………………………………. **Date:** ………. /……….. /………………

1st Period/Class: …………..…. 2nd Period/Class: ……………..… 3rd Period/Class: ………….……4th Period/Class: ……………………

5th Period/Class: …………..…. 6th Period/Class: ………….….….7th Period/Class: ………………..8th Period/Class: ……………..…….

**4. Day:** ………………………………. **Date:** ………. /……….. /………………

1st Period/Class: …………..…. 2nd Period/Class: ……………..… 3rd Period/Class: ………….……4th Period/Class: ……………………

5th Period/Class: …………..…. 6th Period/Class: ………….……...7th Period/Class: ……………….8th Period/Class: ……………..…….

**5. Day:** ………………………………. **Date:** ………. /……….. /…………..…

1st Period/Class: …………..…. 2nd Period/Class: ……………..… 3rd Period/Class: ………….……4th Period/Class: ……………………

5th Period/Class: …………..…. 6th Period/Class: ………….……..7th Period/Class: ………………..8th Period/Class: ……………..…….

 Sincerely Yours, Approved by:

…………………………………………………….………. ……………………………………………………………………..

 (………………..….…………………………….…………) (Ms. Natgamon Boonsak)

 Teacher Head of English Program

Granted By:

…………………………………….…………………..

(Bro.Dr.Witthaya Thepkom)

Director