**外師簽到/簽退記錄 Sign in/out log**

**外師Name: 學校School: 月份Month:**

Please use **2400** hour format, e.g. **0810** (8:10 AM), **1430** (2:30 PM) etc.

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| 日期Date | 簽到Arrive (Time and Sign) | 簽退Leave (Time and Sign) | 備註Remark |
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**承辦人員: 教務主任: 校長:**