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| 中華民國 年 月 日 | | | | | | | | 週次 | 第 週 | | | | 星期 |  | 班級 | |  |
| 節次 | 科目 | | | 任課  教師 | 教學摘要 | | | | | | | | 學生出缺勤惰 | | 有無遠距教學 | | 有無規定作業 |
| 起迄時間 | | 教師授課內容或提要 | | | | | | 應到人數 | 實到人數 |
| 1 |  | | |  |  | |  | | | | | |  |  |  | |  |
| 2 |  | | |  |  | |  | | | | | |  |  |  | |  |
| 3 |  | | |  |  | |  | | | | | |  |  |  | |  |
| 4 |  | | |  |  | |  | | | | | |  |  |  | |  |
| 5 |  | | |  |  | |  | | | | | |  |  |  | |  |
| 6 |  | | |  |  | |  | | | | | |  |  |  | |  |
| 7 |  | | |  |  | |  | | | | | |  |  |  | |  |
| 缺課教師 | 科目 | | | 教師姓名 | | 科目 | | | | | 教師姓名 | | 代  課  教  師 | 科目 | | 教師姓名 | |
|  | | |  | |  | | | | |  | |  | |  | |
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| 其他記錄與建議 |  | | | | | | | | | | | | | | | | |
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| 記錄人 | | |  | | | | | | | | | | | | | | |
| 核 閱 | | | | | | | | | | | | | | | | | |
| 導師 | |  | | | | | | | | 教務處 | |  | | | | | |