**班級行事曆**

年 月

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| 班級代號 | 開課 | 期中考 | 期末考 | 發通知 | 發繳費袋 | （授證典禮）  家長座談 | 收學費 | 訂購教材 | 課程結束 | 升級 | 備註 |
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【註】每個班級資料為上層填日期，下層做工作確認劃記。

負責人： 教/班務主任： 製表：