附件1：

**暑假期间学生情况汇总表**

**院系名称：（签章）\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **年级** | **学生人数** | **在校人数** | **离京回家人数** | **离京旅游人数** | **负责人及联系电话** |
| --- | --- | --- | --- | --- | --- |
| **人数** | **所占比例％** | **人数** | **所占比例％** | **人数** | **所占比例％** |
| 2011级本科 |  |  |  |  |  |  |  |  |  |
| 2012级本科 |  |  |  |  |  |  |  |  |  |
| 2013级本科 |  |  |  |  |  |  |  |  |  |
| 2012级研究生 |  |  |  |  |  |  |  |  |  |
| 2013级研究生 |  |  |  |  |  |  |  |  |  |
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| **总计** |  |  |  |  |  |  |

**注：汇总表要求一式两份，一份院系自存，另一份交学生处备案。**

附件2：

**暑假值班表**

**院系名称：（签章）\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 日期 | 值班姓名 | 联系电话 |
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