

- Purpose: This form collects information on students' grade promotion and retention that is required by the Education and Youth Development Bureau.

_____/_____
Academic year

School unit code:		School unit name:					
Student number	Chinese name	Foreign name or name in transliteration	Class	Promotion or retention ¹	Reason for the student's grade retention / completion of study ²	Application for grade retention due to special circumstances ³	Leaving school during an academic year - date and reasons * Please fill in this column if the student has not completed the current academic year
				<input type="checkbox"/> Promotion <input type="checkbox"/> Retention <input type="checkbox"/> Graduation <input type="checkbox"/> Completion <input type="checkbox"/> Others	Learning ability has not reached the level of promotion/graduation <input type="checkbox"/> Long term sickness <input type="checkbox"/> Others <input type="checkbox"/> , please specify _____	A consensus between parent and the school <input type="checkbox"/> The student's attendance rate does not meet the school's requirement <input type="checkbox"/>	
				<input type="checkbox"/> Promotion <input type="checkbox"/> Retention <input type="checkbox"/> Graduation <input type="checkbox"/> Completion <input type="checkbox"/> Others	Learning ability has not reached the level of promotion/graduation <input type="checkbox"/> Long term sickness <input type="checkbox"/> Others <input type="checkbox"/> , please specify _____	A consensus between parent and the school <input type="checkbox"/> The student's attendance rate does not meet the school's requirement <input type="checkbox"/>	
				<input type="checkbox"/> Promotion <input type="checkbox"/> Retention <input type="checkbox"/> Graduation <input type="checkbox"/> Completion <input type="checkbox"/> Others	Learning ability has not reached the level of promotion/graduation <input type="checkbox"/> Long term sickness <input type="checkbox"/> Others <input type="checkbox"/> , please specify _____	A consensus between parent and the school <input type="checkbox"/> The student's attendance rate does not meet the school's requirement <input type="checkbox"/>	

Date ____/____/____
Year (yyyy) Month (mm) Day (dd)

Seal of the school

- Each student needs to put a tick in a box; the option of "Others" is only for students in special education classes and those in recurrent education of public schools.
- If the option of "Retention" or "Completion" is selected, reason for retention also needs to be selected and more than one options can be selected; if "Others" is selected, please specify the reasons.
- For grade retention in all levels of primary education and junior secondary education of formal education, according to Article 12 of Administrative Regulation No. 28/220 "Student Assessment System for Formal Education of Local Education System," schools can apply for grade retention in special circumstances, choose "A consensus between parent and the school" or "The student's attendance rate does not meet the school's requirement" and a completed "Application form for grade repetition in special circumstances" or "School Statement Form" needs to be submitted. For grade retention in all levels of pre-primary education, according to the provisions of Clause 3, Article 7 of Law No. 9/2006 "Fundamental Law of Non-tertiary Education System", schools need to choose "A consensus between parent and the school" upon application by parents, and attach the completed "Application form for grade repetition in special circumstances"