

## Notice of discontinuance at a school

Purpose: This form records the required information of the school leaver necessary to complete the Education and Youth Development Bureau procedures for discontinuing at a school.

1) ☐ Student / ☐ Staff Card number \_\_\_\_\_ - \_\_\_\_\_

2) Chinese name		3) Foreign name or name in transliteration	
4) Type of identification document		5) No.	
<input type="checkbox"/> Permanent Resident ID Card <input type="checkbox"/> Non-Permanent Resident ID Card		<input type="checkbox"/> Other (Please specify) _____	
6) School code		7) School name	
8) Last date of class-attendance / work _____ / _____ / _____ Y(yyyy) / M(mm) / D(dd)			
<b>If a student, please fill in the following items. Items 9-14 are required to be completed. Items 15-18 are to be completed only in case of changes. Item 19 is filled out by the parent/ guardian.</b>			
9) Grade	10) Class	11) No. in class	12) Promotion or detention in the previous school (Except special education)
		<input type="checkbox"/> Promotion <input type="checkbox"/> Failure	<input type="checkbox"/> Graduation <input type="checkbox"/> Completion
13) Reasons for leaving the school			
<input type="checkbox"/> a) Transfer to another school in Macao. <input type="checkbox"/> b) Voluntarily quit the school. The reason is: _____ <input type="checkbox"/> c) Violation of school regulations <input type="checkbox"/> Academic issues <input type="checkbox"/> Behavioral issues <input type="checkbox"/> Other (Please specify) _____			
<input type="checkbox"/> d) Financial issues <input type="checkbox"/> e) Has never attended any class during this academic year. <input type="checkbox"/> f) Leaving for employment <input type="checkbox"/> g) Passed away * <input type="checkbox"/> h) Disease *			
<b>Fill out the followings if you check Item a, b or c above:</b> <input type="checkbox"/> The student is enrolled in another school and the school starts on _____ (DD/MM/YYYY). <input type="checkbox"/> The student has not been admitted by another school.			
<input type="checkbox"/> i) Study outside Macao / Emigration * <input type="checkbox"/> Hong Kong <input type="checkbox"/> Taiwan <input type="checkbox"/> Chinese mainland: _____ Province/City <input type="checkbox"/> Other countries/regions: _____			
<input type="checkbox"/> j) Other (Please specify) _____			
14) Has the student received counselling service? <input type="checkbox"/> Yes. The counselling institution is: _____ <input type="checkbox"/> No.			
Residential address	15) District <input type="checkbox"/> Macao <input type="checkbox"/> Taipa <input type="checkbox"/> Coloane <input type="checkbox"/> Chinese mainland (Please fill in the Postal Code)		16) Street name
	17) Door No., Bld. name, block, Floor, Apt. No.		18) Contact telephone number
19)	1. According to Article 9, Clause 5 of Administrative Regulation No. 19/2006 "Regime do Subsídio de Escolaridade Gratuita (Free Education Subsidy System)", schools shall not expel students during the academic year, except for the circumstances stipulated in the relevant school regulations; Schools should make sure that the students have been arranged to study at other schools before expelling them. 2. According to Article 11, Clause 3 of Administrative Regulation No. 29/2020 "Regime do ensino especial (Special Education System)", if a student is assessed as having special educational needs during the academic year or if it is necessary to change schooling arrangement for the student, the school must let the student continue to study in the original school and provide corresponding learning assistance and psychological counseling to him/her before the student is arranged to study in a suitable class. 3. According to the provisions of Article 1, Clause 1 and Clause 3 of Decree Law No. 42/99/M "Estabelece a escolaridade obrigatória para as crianças e jovens entre os 5 e os 15 anos de idade (Compulsory Education System)", education is compulsory for children and adolescents between the ages of five and fifteen, and parents are obliged to register the children for education. 4. According to the provisions of Article 28 of Law No. 9/2006 "Lei de Bases do Sistema Educativo Não Superior (Fundamental Law of Non-Tertiary Education System)", the DSEDJ provides students with psychological counselling, education and employment counselling directly or through funded institutions. 5. According to Article 5, Clause 1 and Clause 2 of Administrative Regulation No. 20/2006 "Regime do Subsídio de Propinas (Tuition Subsidy System)", the tuition subsidy is granted in two installments and paid directly to the school within the corresponding semester. Students who are still in school on October 31st in the first semester and April 30th in the second semester are included in the calculation of the amounts mentioned in the previous clause. <input type="checkbox"/> The parent/guardian acknowledges the above regulations.		
20)	Remarks		

Note 1: If, after the completion of all academic requirements, the student leaves the school and the school is aware that the student will leave to study at another school (school transfer) in Macao, then this form need not be completed.

Note 2: The original education card with a hole punched in it (student card/teaching staff card/staff card) should be submitted, together with this form to the DSEDJ.

Note 3: The parent/guardian signs for the student who leaves school. The staff who leaves school signs by himself/herself.

\* If a student leaves the school because of Items g to i, the parent/guardian must fill in the annexed "Declaration of student's leaving the school".

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
yyyy mm dd

Signature of the  
parent/guardian/staff

Signature of the person in charge and seal of the  
school

## Declaration of student's leaving the school

I (name of father, mother or guardian), \_\_\_\_\_,

holder of identification document ☐ Macao Resident ID card \_\_\_\_\_ number \_\_\_\_\_,  
☐ Other \_\_\_\_\_

am the ☐ father ☐ mother ☐ guardian of the student (name) \_\_\_\_\_,

holder of identification document ☐ Macao Resident ID card \_\_\_\_\_ number \_\_\_\_\_,  
☐ Other \_\_\_\_\_

born on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, studying in ☐ Pre-primary education  
☐ Primary education  
☐ Junior secondary education  
☐ Senior secondary education  
☐ Special education

and the DSEDJ student number is \_\_\_\_\_ - \_\_\_\_\_.

I hereby declare that due to ☐ studying outside Macao / emigration  
(Please specify the location), ☐ Hong Kong ☐ Taiwan  
☐ Chinese mainland: \_\_\_\_\_ Province/City  
☐ Other countries/regions: \_\_\_\_\_

☐ disease, ☐ passing away, the student cannot receive education in Macao in academic year \_\_\_\_\_ / \_\_\_\_\_.

If it is necessary, the Education and Youth Development Bureau may contact me through my mobile at \_\_\_\_\_.

Remarks:

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Signature of the declarant