

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

<sup>1)</sup>  Student /  Staff Card number \_\_\_\_\_ - \_\_\_\_\_

<sup>2)</sup> Chinese name		<sup>3)</sup> Foreign name or name in transliteration	
<sup>4)</sup> Type of identification document <input type="checkbox"/> Permanent Resident ID Card <input type="checkbox"/> Non-Permanent Resident ID Card <input type="checkbox"/> Other (Please specify) _____			<sup>5)</sup> No.
<sup>6)</sup> School code		<sup>7)</sup> School name	
<sup>8)</sup> Last date of class-attendance / work _____ / _____ / _____ Y(yyyy) / M(mm) / D(dd)			
<b>If a student, please fill in the following items. Items 9-13 are required to be completed. Items 14-17 are to be completed only in case of changes.</b>			
<sup>9)</sup> Grade	<sup>10)</sup> Class	<sup>11)</sup> No. in class	<sup>12)</sup> 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
<sup>13)</sup> Reasons for leaving the school <input type="checkbox"/> a) Violation of school regulations <input type="checkbox"/> Academic issues <input type="checkbox"/> Behavioral issues <input type="checkbox"/> Other (Please specify) _____ <input type="checkbox"/> b) Emigration (Please specify the location) _____ <input type="checkbox"/> c) Financial issues <input type="checkbox"/> d) Disease <input type="checkbox"/> e) Voluntary withdrawal from the school due to academic performance <input type="checkbox"/> f) Has never attended any class during this academic year. <input type="checkbox"/> g) Leaving for employment <input type="checkbox"/> h) Passed away <input type="checkbox"/> i) Study outside Macao (Please specify the location) _____ <input type="checkbox"/> j) Other (Please specify) _____			
Residential address	<sup>14)</sup> District <input type="checkbox"/> Macao <input type="checkbox"/> Taipa <input type="checkbox"/> Coloane <input type="checkbox"/> Mainland China (Please fill in the Postal Code) _____		<sup>15)</sup> Street name
	<sup>16)</sup> Door No., Bld. name, block, Floor, Apt. No.		<sup>17)</sup> Contact telephone number

<sup>18)</sup> 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 DSEJ.

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

Signature of the person completing the form \_\_\_\_\_ 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  Infant education ,  
 Primary education ,  
 Junior secondary education ,  
 Senior secondary education ,  
 Special education

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

I hereby declare that due to  moving to other place (Please specify the location), \_\_\_\_\_

studying outside Macao (Please specify the location), \_\_\_\_\_  disease,  passing away, the student cannot receive

education in Macao in academic year \_\_\_\_\_ / \_\_\_\_\_ . If it is necessary, the Education and Youth Affairs Bureau may

contact me through my mobile at \_\_\_\_\_ .

Remarks:

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Year(yyyy) Month(mm) Day(dd)

\_\_\_\_\_  
Signature of the declarant