

A list of forms to be submitted

School unit code:		Name of school unit:		
Name of form	Quantity	Received (to be filled in by the DSEDJ)	Date of submission to the DSEDJ	Remarks
1. Filing notice of registration of work performance evaluation regulations for teaching staff (DSEDJ-B44)			By 15 th June	
2. Book lists for the first and second semesters (Format not required)			By 30 th June	Items and amounts charged by the school in the form must be submitted before March.
3. School year information form (DSEDJ-B08)				
4. School fees collection form ¹ (DSEDJ-B33)				
5. School curriculum information form (DSEDJ-B09)			By 31 st July	
6. Information on college entrance/employment status of senior secondary school graduates (DSEDJ-B04)				
7. School calendar (DSEDJ-B53)				
8. Student grade promotion or retention information form (DSEDJ-B39)			By 31 st August	
9. Timetable for each class (DSEDJ-B54)				
10. Teaching staff personal information registration form (DSEDJ-B05)				
11. Teaching staff information registration form of the academic year (DSEDJ-B06)			By 10 th September (registration information) By 30 th September (other information)	
12. Student registration form (DSEDJ-B01)				
13. Staff information form (DSEDJ-B07)			From 1 st to 30 th September	
14. Teaching staff rank promotion requirements information registration form (DSEDJ-B43)				
15. Registration form of professional development activities participated by teaching staff (DSEDJ-B31)				
16. School leisure activities information form (DSEDJ-B56)			By 30 th September	
17. The school charter and student regulations (Format not required)			From 1 st September to 28 th February	
18. Attendance confirmation form for recurrent students (DSEDJ-B58)			From 15 th January to 15 th February; From 15 th June to 15 th July	Attendance should be confirmed for each semester
19. Application form for card re-issuance (DSEDJ-B10)				
20. School-leaving notice and declaration of student's leaving the school (DSEDJ-B11)				
21. School preference for education data collection and using the online system (DSEDJ-B16)				
22. Information of the operators of the "Schools' Interactive Zone" (DSEDJ-B17)				
23. List of teaching staff transferred from other schools to this school (DSEDJ-B26)				
24. Style of school uniform (DSEDJ-B59)				
25. First-time submission of online registration list of teaching staff/ school staff (DSEDJ-B61)				Within 30 days of online submission of registration information
26. School council members of private schools of non-tertiary education Information registration form (DSEDJ-B65)				
27. Registration of the difficulties and potential of students with special educational needs (DSEDJ-B66)			By 15 th November	Fill out online
28. School declaration document for repetition with special conditions (DSEDJ-B68)				
29. Application for grade retention in special circumstances (DSEDJ-B69)				
30. Information on Termination of Employment of Private School Teaching Staff (DSEDJ-B70)				
31. Report form of formal education students who have absent for 15 consecutive school days (DSEDJ-B71)				
32. Registration form for submission of supporting documents of teaching staff having taught in other countries/regions (DSEDJ-Z10)				
33. Teaching staff remuneration scheme (including monthly basic salary, seniority bonus and other payment) (Format not required)				
34. Provident fund regulations (Format not required)				

Signature of the person in charge
and seal of the school

/ /
(yyyy) (mm) (dd)

Signature / Seal (The DSEDJ)

/ /
(yyyy) (mm) (dd)

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Instructions:

- 1) If more forms are needed, please download it from the DSEDJ website at <http://www.dsedj.gov.mo>.
- 2) For enquiries, please contact DRAS 8397 2521. Please submit all forms listed to the DSEDJ.