

School unit code:		Name of school unit:		
Name of form	Quantity	Received (to be filled in by the DSEJ)	Date of submission to the DSEJ	Remarks
1. Table of school charges ¹⁾ (DSEJ-B33)			By 31 st May	Tuition fee information must be submitted before March.
2. Book lists for the first and second semesters (Format not required)			By 30 th June	
3. School year information form (DSEJ-B08)				
4. School curriculum information form (DSEJ-B09)				
5. Information on college entrance/employment status of senior secondary school graduates (DSEJ-B04)			By 31 st July	
6. School calendar (DSEJ-B53)				
7. Additional student information form (promotion or retention) (DSEJ-B39)				
8. Timetable for each class (DSEJ-B54)			By 31 st August	
9. Teaching staff Personal information registration form (DSEJ-B05)				
10. Teaching staff school year information registration form (DSEJ-B06)				
11. Student registration form or slip (DSEJ-B01)			By 10 th September (registration information) By 30 th September (other information)	
12. Staff information form (DSEJ-B07)			From 1 st to 30 th September	
13. Teaching Staff Rank Promotion Requirements Information Registration Form (DSEJ-B43)				
14. Registration form of professional development activities participated by teaching staff (DSEJ-B31)				
15. School leisure activities information form (DSEJ-B56)			By 31 st October	
16. Attendance Confirmation Form for Recurrent Students (DSEJ-B58)			From 15 th January to 15 th February; From 16 th June to 15 th July	Attendance should be confirmed for each semester
17. Application form for card re-issuance (DSEJ-B10)				
18. School-leaving notice and Declaration of student's leaving the school (DSEJ-B11)				
19. School preference for education data collection and using the online system (DSEJ-B16)				
20. Information of the operators of the "Schools' Interactive Zone" (DSEJ-B17)				
21. List of teaching staff transferred from other schools to this school (DSEJ-B26)				
22. Filing notice of registration of work performance evaluation regulations for teaching staff (DSEJ-B44)				
23. Registration form for submission of supporting documents of teaching staff having taught in other countries/regions (DSEJ-Z10)				
24. Photos of school summer and winter uniforms of each education level, as well as sports clothes				
25. Teaching staff remuneration scheme (including monthly basic salary, seniority bonus and other pay) (Format not required)				
26. Provident fund regulations (Format not required)				

Signature of the person in charge
and seal of the school

/ / /
(yyyy) (mm) (dd)

Signature / Seal (DSEJ)

/ / /
(yyyy) (mm) (dd)

Instruction:

- 1) If more forms are needed, please download it from the DSEJ website at <http://www.dsej.gov.mo>.
- 2) For enquiries, please contact the Division of Socio-educational Aids (Telephone: 8397 2512). Please submit all forms listed to the DSEJ.