

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.

Student Staff

¹⁾ Card number _____ - _____

²⁾ Chinese name		³⁾ Foreign name or name in transliteration	
⁴⁾ 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) _____			⁵⁾ No.
⁶⁾ School code		⁷⁾ School name	
⁸⁾ Last date of class-attendance / work _____ / _____ / _____ Y(yyyy) / M(mm) / D(dd)			
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.			
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) 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	¹⁴⁾ District <input type="checkbox"/> Macao <input type="checkbox"/> Taipa <input type="checkbox"/> Coloane <input type="checkbox"/> Mainland China (Please fill in the Postal Code)		¹⁵⁾ Street name
	¹⁶⁾ Door No., Bld. name, block, Floor, Apt. No.		¹⁷⁾ Contact telephone number

¹⁸⁾ 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 _____ / _____ / _____ Signature of the declarant