Tainan Municipal Cigu District Cigu Elementary School

Transfer-out Application Form

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| Student’s Name |  | Class |  | Student No. | |  |
| Receiving School | County/City Elementary School | | | | | |
| Reason for Transfer (Please attach the designated documents) | □ Residence relocation (household certificate with the student’s detail information)  □ Children of a teacher at another school (proof of the teacher’s employment or employee badge)  □ Enrollment in the arts and talents class or gifted class (copy of the acceptance notice)  □ Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | □ Study-abroad (copy of flight ticket)  □ Confidentiality handling document (official correspondence)  □ Open enrollment zone application | | |
| Contact Number |  | | Guardian’s Signature | |  | |
| \*Please provide a copy of the household certificate/household registration transcript with the student's detail information and ID card to verify the guardian’s identity. | | | | | | |
| Homeroom teacher’s signature:  Submission to the Registrar Section: □ Health Condition and Emergency Contact Form  □ Stamp  □ Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

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| **Relevant Divisions** | |
| **Health Center**:  □ Health examination record card  □ Physical examination notification (Pink card) | **Treasurer:**  □ No outstanding fees  □ outstanding fees: \_\_\_\_\_\_\_\_\_ |
| **Library**:  □ No overdue books  □ Books haven’t returned | **Special Education Department:**  □ No referral required □ Referral required |

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| **Responsible Personnel** | |
| Section Chief of Registration: | Director of Office of Academic Affairs: |

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(mm/dd/yyyy)**