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)**