



聖荷西中文學校
San Jose Chinese School

Student Class Transfer Request Form 學生轉班申請表

姓名 (中文) _____ Name (English) _____

現任班級 (Current Class) _____ 申請轉入班級 (Request to be Transferred to) _____

轉級/轉班原因 (Reason) _____

家長簽名 (Parent/Guardian Signature) _____ 日期 (Date) _____

申請表填好後請繳回教務處(請勿交給老師)

Please send filled out form to the Academic Department (not the teacher)

***** (教務處) *****

現任教師

口試/筆試成績 _____ 按照學生程度是否應予升級/降級 _____

教師意見 _____

教師簽名 _____ 日期 _____

新班教師

口試/筆試成績 _____ 按照學生程度是否應予升級/降級 _____

教師意見 _____

教師簽名 _____ 日期 _____

***** (學校審核) *****

分配班級 Class Assigned _____

教務處 Academic Department _____ 日期 _____

註冊處 Registration Department _____ 日期 _____

資訊處 IT Department _____ 日期 _____

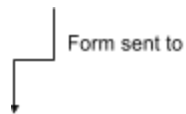


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Student Class Transfer Process

Student (Parents)

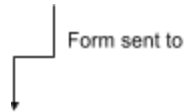
Fill out Class transfer request form



(Parents: Please do not send it to the teacher)

Academic Department

- Receive form
- Collect comments and assessment from original and new class teachers
 - Placement test as needed
- Make decision based on teacher input



Registration Department

- Notify students and teachers
- Notify IT
- Keep the Class transfer request form



IT Department

Change student information in the system