

ST. JOSEPH'S PRIMARY SCHOOL

48 WOOD ROAD, HONG KONG

WEBSITE: www.sjps.edu.hk

TEL: 2574 2259

FAX: 2591 6537



聖若瑟小學

香港活道四十八號

Student Withdrawal Notice

Please return the form to School General Office **one month prior to the last date of attendance.**

Student Name (last name, first name)	Class	Last Date of Attendance

Parent Name (last name, first name)	Phone No.	Parent Email

**Please check the appropriate box*

Reason(s) of leaving:

- Emigration (Destination: _____)
- Transfer to another school (Destination School: _____)
- Others (Please specify: _____)

The following document(s) is / are requested:

- School Reference Letter** (Student who has got the reference letter cannot apply for another reference letter in the future) Achievements of current year will only be recorded in the letter.
- Report Card of current year**

(Parent's Signature)

Parent's Name: _____

Date of Submission: _____

FOR SCHOOL USE ONLY
Received date of the notice:
Verified by:

Remarks (For P.4-P.6 Only): To facilitate the process of disconnecting your son's iPad from the MDM system, kindly submit his iPad to school via your son's class teacher **two days prior to the last date of attendance.**

Please ensure the following tasks have been completed before submission:

1. Screen password or pin code should be turned off.
2. All personal accounts should be signed off.
3. Screen time setting (if any) should be turned off.
4. All personal information and files should be backed up, including photos, notes, etc.
5. The iPad should be labelled with name, class and class number.

Please note that all data in the iPad will be removed and cannot be recovered. Your son's iPad will be returned to him before his last day of attendance.