

国际部初中学生离校实施细则（试行）

（2022 年 1 月）

为规范国际部初中的学生离校流程管理，结合学部实际，特制定本办法。

第一条 本办法所指“离校”，是指学生未到八年级初中毕业时间离开学校。学生/家长须提前一个月发邮件给国际部中学办公室、班主任，告知学生离校计划。

第二条 国际部中学办公室在两个工作日内通过邮件向家长发送《宋庆龄学校学生离校单》。学生在离校前完成离校单上各项签字，家长完成学生去向告知和满意度调查，即完成离校手续。

第三条 国际部中学办公室跟进离校单上各项事务的进展，包括与财务部门核查学生学费缴纳情况，与图书馆、艺术和体育教研组、校队、食堂、医务室、校车、IT 中心等部门核查并跟进学生的物品归还状态与退费或赔偿等情况。

第四条 学生离校前三个工作日，国际部中学办公室正式告知国际部中学全体教职员工以及其他相关部门负责人。

第五条 学生离校后，国际部中学办公室在 PowerSchool 系统中将学生状态修改为“离校”；并在学期末统一将学生档案移交学校档案部门。IT 部门在接到国际部中学办公室通知后 30 天，关闭学生邮箱系统（学生有特殊需求可联系国际部中学办公室）。

第六条 本管理办法自发布之日起实施，由国际部中学办公室负责解释。

IDMS Measures for Student Leaving School before Graduation

(for Trial Implementation)

(February 2022)

The following measures have been formulated to standardize the management of students leaving school before graduation in the International Division Middle School (IDMS) in view of the practical needs of academic departments.

1. The term “leaving school” as mentioned in these Measures means that a student leaves school before graduating from Grade 8. The student / parents must send an email to the IDMS/HS Office and the homeroom teacher one month in advance to inform the school of their intention to leave.
2. The IDMS/HS Office shall send the student / parents the SCLS Student Checkout List by e-mail within two working days. Before leaving the school, students must complete the departure procedures by obtaining all signatures in the Checkout List, and parents must inform the school where the student will go and complete the Satisfaction Survey.
3. The IDMS/HS Office shall follow up with the progress of the departure procedures. This includes checking on the payment of the student's tuition fees with the financial department. It also includes checking with the library, art and PE departments, school teams, IT Center and other departments to make sure any articles loaned to the student have been returned and to determine whether any refunds or reimbursements are necessary.
4. Three working days before the student leaves school, the IDMS/HS Office shall officially inform all the teaching staff of IDMS and the heads of other relevant departments.
5. After the student has left, the IDMS/HS Office shall change his or her status in the PowerSchool to “Left”; at the end of the semester, the IDMS/HS Office shall hand over all the student’s files to the school archives department. The IT department will close the student’s email account 30 days after receiving the notice from the IDMS/HS Office (Contact the IDMS/HS Office if the student has special request).
6. These measures shall take effect as of the date they are announced. The IDMS/HS Office is responsible for explaining these measures.