

Procedure for Enrollment and Transfer of school

【Transfer】

- 1 Please inform the Homeroom teacher as soon as possible (Please contact the school you wish to transfer to)
- 2 We will give you the “Transfer Report”. Please fill in the necessary items and submit it to your teacher.
- 3 On the day of moving out, we will hand you the documents to be submitted to the school you wish to move to.
- 4 Go to the ward office Municipal Section (市民課^{shiminka}) for the next procedure.
- 5 After moving out, go to the new city/ward office for registration.
- 6 Please bring the documents you received from the ward office and old school to the new school.

【Enrollment】

- 1 Please contact the school you are currently attending and our school as soon as possible.
- 2 On the day you move, please complete the procedure of moving out at the office of the current residence.
- 3 Please go to the Meito ward office after moving in and get the” School Attendance Notice”(就学通知書^{Shuugaku tsuuchi sho})
- 4 After completing the procedure at the ward office, please bring the documents you received at the ward office and former school to our school and complete the procedure.

※ Please contact the school as soon as possible if you decided to transfer or enroll.