附件：

1.中小学生学籍异动主管领导审签表

2.（ ）学校（ ）年（ ）月转入学生汇总表

3.（ ）学校（ ）年（ ）月转出学生汇总表

4.（ ）学校（ ）年（ ）月休学、复学学生汇总表

5.中小学生学籍管理问题报告单

6.中小学生学籍管理问题督办单

附件1：

**中小学生学籍异动主管领导审签表**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **异动日期** | **学生姓名** | **电子学籍号（个人标识码）** | **异动类型** | **异动年级** | **来源学校** | **去向学校** | **主管领导意见及签字** |
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注：学校主管领导要认真核查，符合异动条件的方可批准。

附件2：

**（ ）年转入学生汇总表**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **原学校考籍号** | **姓名** | **性别** | **电子学籍号（个人标识码）** | **身份证号** | **民族** | **原就读学校名称** | **备注** |
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附件3：

**（ ）年转出学生汇总表**

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| **序号** | **注销考籍号** | **姓名** | **性别** | **电子学籍号（个人标识码）** | **身份证号** | **民族** | **转出去向学校名称** | **备注** |
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附件4：

**（ ）年休学、复学学生汇总表**

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| **序号** | **原考籍号** | **姓名** | **性别** | **电子学籍号** | **身份证号** | **民族** | **休学时间** | **复学时间** |
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注：

附件5：

**中小学生学籍管理问题报告单**

省份： （盖章）

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **业务联系人** |  | | **单位** | |  | **电话** |  |
| **技术联系人** |  | | **单位** | |  | **电话** |  |
| **报送时间** |  | | | | | | |
| **问 题 描 述**（有多个问题请分条列出） |  | | | | | | |
| **教育部 受理人** |  | **受理**  **单位** | |  | | **受理时间** |  |
| **处理意见** |  | | | | | | |

附件6：

**中小学生学籍管理问题督办单**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **反映问题人**  **姓 名** |  | **性别** |  | **年 龄** |  | **民族** |  |
| **身份证号** |  | | | **联系电话** |  | | |
| **学生姓名** |  | **性别** |  | **年 龄** |  | **民族** |  |
| **学生学籍号** |  | | | **学 生**  **身份证号** |  | | |
| **反映事项** |  | | | | | | |
| **督办单位** |  | | | **责任人** |  | **联系电话** |  |
| **承办单位** |  | | | **承办人** |  | **联系电话** |  |
| **督办时间** | **年 月 日** | | | **完成时限** | **年 月 日** | | |
| **处理意见** |  | | | | | | |
| **办理情况（承办单位填写）** |  | | | | | | |