Dear Parent or Guardian,

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| (Year) | / | (Month) | / | (Day) |  |
| () School |

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**CHANGE OF ADDRESS NOTIFACATION**

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If you are planning on transferring schools due to moving or returning to your home country, please notify your homeroom teacher as soon as possible.

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Student’s Name and Grade:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | () |
| Grade |  | Class |  | Number |  | Student’s Name： |

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Last Day of Attendance:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | まで |
|  | (Year) | / | (Month) | / | (Day) |  |

３．

New Address:

|  |  |
| --- | --- |
| (City） |   |
| (School) |  |