Parents　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　日　　付

　　　　　　　Director of ○○ School, ○○ City，校長名

　　　　　　　In charge of Japanese language instruction class　日本語教室担当教員名

Reiwa ○th year　: 　Submission of copies of passports, etc.

　We would like to ask our parents for their understanding and cooperation in the educational activities of the school. By the way, I know that you are busy, but I would like to confirm the necessary items in the next fiscal year. Therefore, please prepare the following documents and submit them to the person in charge of the Japanese language instruction class（日本語教室がない場合は削除）.

1.　 Documents to be submitted

　Glue it to the attached paper and submit it to the person in charge.

　　Ａ　A copy of the passport of the person in Japan or his / her own country

(face photo page)

　　Ｂ　Copy surface of the person's residence card (RESIDENCE CARD)

(face photo page)

　　Ｃ　The back side of the copy of the residence card (RESIDENCE CARD)

of the person

　　※Please check if the deadline is valid. If the deadline expires after submission,

please resubmit after renewal.

2.　 Submission Deadline　　　提出締め切り日

**※If you cannot submit by the deadline due to circumstances, please inform**

**担当者名.**

**連　　絡　　先**