**附件2：**

**学院 专业 班学生档案材料移交清单**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **学号** | **姓名** | **移交材料** | **备注** |  | **序号** | **学号** | **姓名** | **移交材料** | **备注** |
| 1 |  |  |  |  | 21 |  |  |  |  |
| 2 |  |  |  |  | 22 |  |  |  |  |
| 3 |  |  |  |  | 23 |  |  |  |  |
| 4 |  |  |  |  | 24 |  |  |  |  |
| 5 |  |  |  |  | 25 |  |  |  |  |
| 6 |  |  |  |  | 26 |  |  |  |  |
| 7 |  |  |  |  | 27 |  |  |  |  |
| 8 |  |  |  |  | 28 |  |  |  |  |
| 9 |  |  |  |  | 29 |  |  |  |  |
| 10 |  |  |  |  | 30 |  |  |  |  |
| 11 |  |  |  |  | 31 |  |  |  |  |
| 12 |  |  |  |  | 32 |  |  |  |  |
| 13 |  |  |  |  | 33 |  |  |  |  |
| 14 |  |  |  |  | 34 |  |  |  |  |
| 15 |  |  |  |  | 35 |  |  |  |  |
| 16 |  |  |  |  | 36 |  |  |  |  |
| 17 |  |  |  |  | 37 |  |  |  |  |
| 18 |  |  |  |  | 38 |  |  |  |  |
| 19 |  |  |  |  | 39 |  |  |  |  |
| 20 |  |  |  |  | 40 |  |  |  |  |

备注：1.此表可用于移交所有档案材料，注意在移交材料一栏中注明具体材料名称即可，如 “新生档案”、“学生登记表”、“成绩单”等。

2.此表一式两份，履行交接手续后，双方各执一份保存。

送档人： 接收人： 日期：