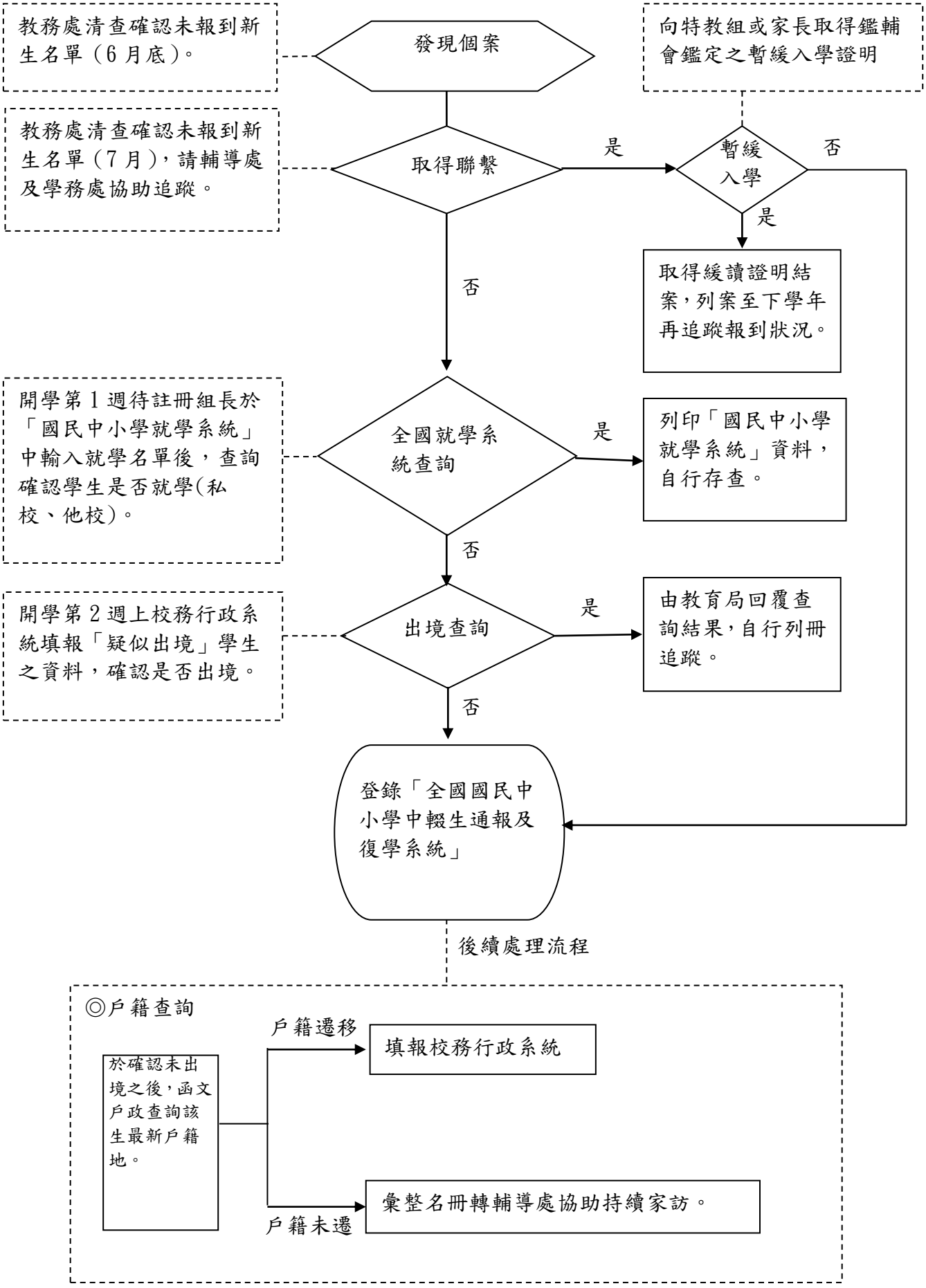新北市國中小辦理新生未報到追蹤處理流程（教務處）