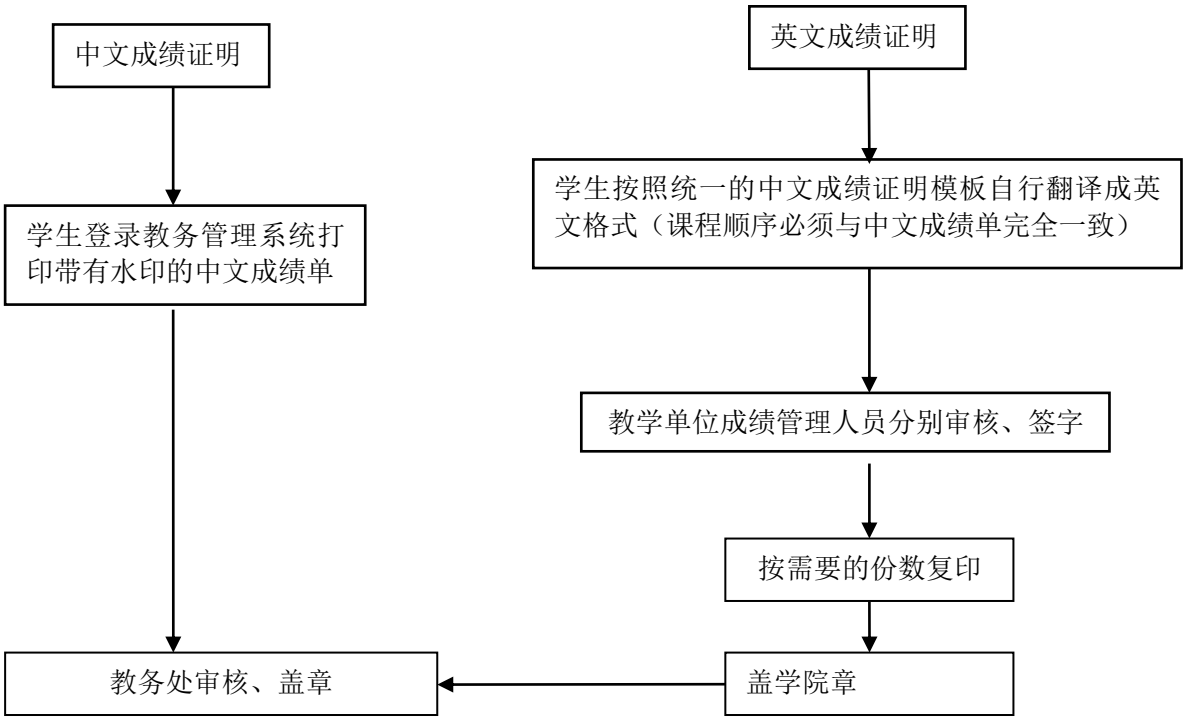办理成绩证明流程（学籍管理科）