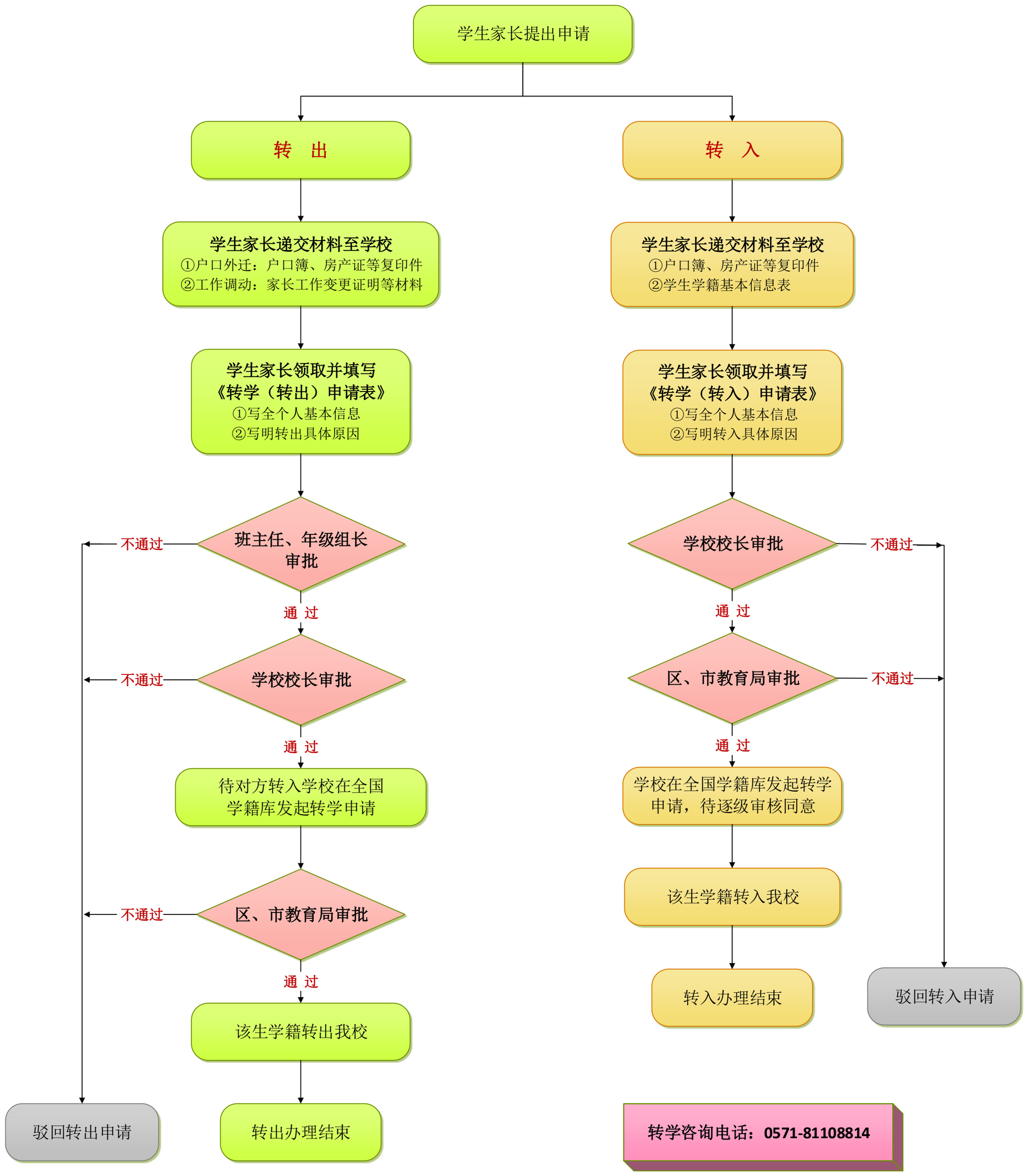杭州市文理中学转学办理流程