REQUEST FOR STUDENT TRANSFER - FORM ONE (1)
The New Procedure for Student transfers for Form one (1)

A Transfer Committee, with the approval of the Permanent Secretary, is commissioned to treat with Form One (1) transfers based on Secondary Entrance Assessment (SEA) placement.

Transfers shall be granted based on performance on the SEA, proximity of residence to school of choice, humanitarian need, special education needs and the availability of spaces at the requested schools.

Steps to apply for a transfer for a student in Form One (1)

1. Application forms, solely for the transfer of Form One students, shall be obtained from the secondary school to which the students are assigned based on SEA placement.

2. Parents/Guardians are to complete these forms and submit on the day of registration, only after the student has been registered at the school in which they have been placed.

3. The completed Transfer Forms are to be signed by the Principal and submitted to the respective Education District Office to be forwarded to the Ministry of Education for processing.

4. Once granted, a letter of approval for transfer, addressed to the Parent/Guardian, is signed by the Chief Education Officer and copied to the relevant principals and School Supervisors III.

5. Upon receipt of the letter of approval for transfer, the student must immediately register at the school to which he/she has been transferred.

NOTE:

All requests for transfers into private schools at which the Ministry of Education places students must be forwarded to the Office of the Director of School Supervision for consideration and approval by the Permanent Secretary.
NOTICE: REQUESTS FOR STUDENT TRANSFERS

Primary and Secondary Student Transfers

The Revised Procedure for Student transfers for Primary and Secondary Schools for Forms 2 to 6:

Requests for transfers must be made to the Principal by the Parent/Guardian or persons authorized by the court to have custody and/or control of the child and are done through Principal-to-Principal arrangements. Only critical cases for students in Standard 5, Forms 5 and Upper 6 will be considered.

With respect to Primary school requests, proximity to school of choice is one criterion that is considered when students are placed in primary school. As such, a request for transfer to another school in close proximity must be soundly justified.

How to apply for a transfer - Primary School students and Secondary school students Forms 2 to 6

1. The Parent/Guardian requesting a transfer must first contact the Principal of the school (receiving school) to which the transfer is being requested, that is, the school they wish to have the student transferred to.

2. They then obtain the requisite transfer forms from the receiving school, district office or online.

3. If the child can be accepted, the parent/guardian seeking a transfer must complete Section A of the Transfer Form and submit to the principal of the school willing to admit the student (receiving school).

4. The Principal of the receiving school completes Section B of the Transfer Form and returns the form to the Parent/Guardian.

5. The Parent/Guardian then takes the Transfer Form to the school at which the student is currently enrolled for the Principal to complete Section C and return to the Parent/Guardian.

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6. The Parent/Guardian takes the completed Transfer Form to the Education District Office with oversight of the school at which the student is currently enrolled.

7. If both schools are in the same Education District the School Supervisor signs Sections D and E of the Transfer Form and issues a letter of reassignment to the parent.  
   If the schools are in different Education Districts the School Supervisor signs Sections D of the Transfer Form and returns it to the Parent/Guardian. The Parent/Guardian must then visit the Education District of the receiving school where the School Supervisor signs Section E and issues a letter of reassignment to the school transferring and the one receiving the student.

8. Upon receipt of the letter of reassignment, the Parent/Guardian must immediately register the student at the receiving school. The Principals of both schools, as well as the School Supervisor of the District from which the student was transferred, will also receive a copy of this letter.

9. Once approval of the transfer has been officially granted:
   - The Parent/Guardian must return all schoolbooks/equipment on loan from the library/school and settle all outstanding debts to the library of the school at which the student was previously enrolled.
   - Parent/Guardian must immediately register the student in the receiving school for the child to be an official student of the receiving school.

IMPORTANT TO NOTE

I. If a Parent/Guardian wishes to cancel a transfer request and has not yet registered the student at the receiving school, a letter rescinding the application must be submitted to the School Supervisor from the Education District where the transfer approval was granted.

II. This School Supervisor will officially inform all parties as per 8 above.

Parents of students enrolled at Private schools, wishing to be placed at a Public school must follow the process outlined above, or contact the Education District Office for guidance.