



Government of the Republic of Trinidad and Tobago
Ministry of Education

NOTICE

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.