



Government of the Republic of Trinidad and Tobago
Ministry of Education

PROCEDURE FOR TRANSFERS

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- » ECCE
- » Primary Schools
- » Secondary Schools



STUDENT TRANSFERS

General Principles

All requests for transfer shall be made through the principal by the parent or legal guardian or persons authorised by the court to have custody and/or control of the child.

Transfers from one school to another, **except Form 1**, shall be made through the **Standing Transfer Committee**.

The procedure is as follows:

1. The parent/legal guardian desirous of acquiring a transfer completes **Section A** on the "Transfer Form" (**Appendix A**) at the school which the student is currently enrolled in and receives an acknowledgement slip as evidence of the transfer request.

<input type="checkbox"/> ECCE	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> Private	<input type="checkbox"/> Other Agencies
Birth Pin:				
A. TO BE COMPLETED BY PARENT/LEGAL GUARDIAN				
I hereby certify that _____ is a				
<i>First Name</i>		<i>Middle Name</i>	<i>Surname</i>	
student of the _____ and that I/ we, as his/ her				
<i>(Name of School to be transferred from)</i>				
parent(s)/ legal guardian(s), seek a transfer to:				
1 st Choice: _____				
<i>(Name of School to be transferred to)</i>				
2 nd Choice: _____				
<i>(Name of School to be transferred to)</i>				
MY REASON(S) FOR REQUEST: _____				

Please attach supporting documents e.g. medical certificate, proof of address etc.				

.....	
Name of Parent/ Legal Guardian	Signature of Parent/ Legal Guardian	Parent/ Legal Guardian Contact No.	Date	
.....				
Please cut here		To be given to Parent/Legal Guardian		
ACKNOWLEDGEMENT SLIP				
Student Name: _____				
<i>First Name</i>		<i>Middle Name</i>	<i>Surname</i>	
Current School: _____				
Birth Pin: _____				
1 st Choice _____				
<i>(Name of School to be transferred to)</i>				
2 nd Choice _____				
<i>(Name of School to be transferred to)</i>				
Principal's Signature: Stamp: Date:				

2. The principal of the current school completes **Section B** of the “Transfer Form” and forwards the form with any supporting documents to the Education District Office with oversight of the school at which the student is currently enrolled.

B. TO BE COMPLETED BY PRINCIPAL OF CURRENT SCHOOL

1. Name of Student _____
First Name Middle Name Surname

2. Date of Birth ____/____/____
dd mm yyyy

3. Nationality: _____

4. Present Level/ Class/ Form of Student _____

5. Date of entry at school ____/____/____
dd mm yyyy

6.

	Previous School (If applicable)	Level/ Class/ Form	Date Entered	Date Left	Reason for Leaving
1.					
2.					

Number of attendances made during the current academic year in this school _____

Period of attendance in this school – From _____ 20 _____
to _____ 20 _____

General Conduct _____

Remarks _____

Name of Principal: _____

Principal's Signature: _____

Stamp: _____

Date: _____

3. The Schools Supervisor completes **Section C** of the Transfer Form and forwards it to the Ministry of Education through the office of the Director, School Supervision and Management for processing by the Standing Transfer Committee.

C. TO BE COMPLETED BY THE SCHOOLS SUPERVISOR OF CURRENT SCHOOL

Schools Supervisor's Comments:

Name of Schools Supervisor **Signature** **Date**

Affix stamp here

4. A register of transferred students should be kept at the District Office/s: Birth Pin, Name of Child, School Transferred from, School Transferred to, Date of Transfer Approval etc.
5. Upon receipt of the letter of approval, the parent/legal guardian must:
 - Return all books/equipment on loan from the school/library and settle any outstanding library debts at the school at which the student was enrolled. The parent will be issued a letter stating that all books/equipment were returned, and all outstanding debts were settled. Then the parent can immediately register the student at the receiving school.

If the parent no longer wishes to follow through with the transfer and has not yet registered at the receiving school, a letter rescinding the application must be submitted to the School Supervisor of the Education District from which the letter of approval for transfer was granted. The School Supervisor will inform the Standing Transfer Committee through the following e-mail: stc.transfers@moe.gov.tt. All letters will be placed on the School Records of both schools for clarity and accountability.

6. The principal should ensure that all transfers are recorded in all relevant school records (e.g. school's database, attendance register, individual student's files, logbook, SMS) and entered in the Annual Statistical Return.
7. The principal of the school from which the student was transferred must forward the updated Cumulative Record Card as well as the SMS Student Record to the school to which the student was transferred.

TRANSFERS - SECONDARY SCHOOL

Form One

1. A **Secondary Entrance Assessment (SEA) Transfer Committee**, with the approval of the Permanent Secretary, is commissioned at Head Office each year to treat with Form One (1) transfers based on SEA placement.
2. Specific application forms solely for the transfer of Form One (1) students shall be obtained from the secondary school to which the students are assigned. These forms are to be issued to parents for completion and submission on the day of registration, **only after the student has been registered at the school.**
3. The completed transfer forms are to be signed by the principal and forwarded to the Ministry of Education through the Education District Office for processing.
4. Transfers shall be granted based on performance on the SEA, proximity of residence to school of choice, special education needs, safety and security, medical, change of address, requests by other agencies Children's Authority of Trinidad and Tobago, Trinidad and Tobago Police Service or other Ministries), availability of spaces at the requested schools and any other justifiable reason, as determined on a case-by-case basis, including but not limited to, multiple births, reduction of overcrowding and humanitarian need.
5. A letter of approval for transfer, addressed to the parent, is signed by the Chief Education Officer and copied to the following:
 - The principal of the school to which the student was assigned;
 - The principal of the school to which the student was transferred; and
 - Schools Supervisors III of the districts in which the respective schools are located.

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

TRANSFERS - ECCE, PRIMARY, FORMS TWO (2) TO SIX (6)

1. A **Standing Transfer Committee**, with the approval of the Permanent Secretary, is commissioned at Head Office to process transfers from ECCE, Primary and Forms Two to Six.
2. Proximity of residence to school of choice is one of the criteria that is taken into consideration when a student is being placed at an ECCE centre and primary school. As such, requests for transfer from one school to another where both schools are in close proximity to each other, will be carefully considered as such requests must be soundly justified. Unless critical, transfers of students in ECCE Level II, Standard Five (5), Form Five (5) and Upper Six (6) will not be considered.
3. **The Chief Education Officer retains the authority to place a student at any public ECCE, primary or secondary School.**

PRIVATE SCHOOLS

All requests for transfers into private secondary schools at which the Ministry of Education places students, must be forwarded to the Office of the Director of School Supervision for consideration and ultimate approval from the Permanent Secretary. Transfers from private to Government schools are guided by procedures as outlined above.

STUDENTS IN POSSESSION OF A STUDENT PERMIT

Students in possession of a Student Permit are granted a permit specific to a school. In order to transfer to another school, a new application for a Student Permit must be made specific to the school of choice.



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