



This form must only be used for Transfers of students who were successful in CPEA.

DATE RECEIVED:

REF NO.:

MINISTRY OF EDUCATION AND HUMAN RESOURCE DEVELOPMENT- GRENADA

TRANSFER APPLICATION FORM

TEST YEAR

SECTION A: BACKGROUND INFORMATION: To be completed by parent or guardian

Name of Student

First Name

Last Name

Date of Birth

DD MM YYYY

Sex: Male

Female

Religion

Primary School

Home Address

(Village)

(Parish)

Parents Work Address

(Village)

(Parish)

Contact Information

(Telephone Number)

(E-mail Address)

SECTION B: TRANSFER DETAILS: Please state your 2 preferred schools in rank order, the secondary school assigned and a reason for transfer request.

Secondary School Assigned to

Transfer Requested to: Rank 1

School Name:

Rank 2

School Name:

Reason(s) for Transfer Request

SECTION C: PARENT'S/GUARDIAN'S DECLARATION

- I declare that all the information which I have provided is true.
- I confirm that all persons with parental responsibility have agreed to this transfer.
- I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn.

Applicant's Name (Mr/Mrs/Ms)..... Relationship:

Applicant's Signature Date:



All application forms **MUST** be returned to the Chief Education Officer of the Ministry of Education and Human Resource Development by **June 30th of the examination's year.**

SECTION D. TRANSFER CERTIFICATE (To be completed by Ministry of Education Officials)

The Ministry of Education has approved/not approved the transfer of

..... from

To

.....

Date:

Chief Education Officer (AG)

Ministry of Education and Human Resource Development

.....
MINISTRY OF EDUCATION'S STAMP

MINISTRY OF EDUCATION AND HUMAN RESOURCE DEVELOPMENT

GROUNDNS FOR TRANSFER REQUEST

REQUEST FOR TRANSFERS SHOULD ONLY BE MADE ON THE FOLLOWING GROUNDNS:

- Change of residency of parents after the submission of placement forms.
- The child has one or more older siblings presently attending this school.
- Based on demographics: Transportation cost will be less for the child to attend this school as compared to the school assigned.
- The school has accommodation and special arrangements for physically challenged students via ramps, transportation, etc.
- Instances of social issues with deep psychological effects on the child being at this school. **Please note that original documentation (s) signed by a medical practitioner, education consultant or psychologist should accompany the transfer request for this reason.**

TRANSFERS ON ANY OTHER GROUNDNS WILL NOT BE CONSIDERED.

Please note that even if you completed your form and turned it in on time with the stipulated groundns, it does not automatically guarantee a transfer.

All application forms **MUST** be returned to the Chief Education Officer of the Ministry of Education and Human Resource Development by **June 30th of the examination's year.**