Transfer Letter

***(Please note that this document should be printed on the current school’s letterhead)***

*PLEASE REMEMBER TO BRING THE ORIGINAL TRANSFER LETTER WITH YOU TO SUBMIT TO THE ADMISSIONS OFFICE.*

*\*If your school is following a 12 Year/Grade curriculum – please ensure that the current school indicates the equivalency to the 13 Year British curriculum.*

*For example: The student’s current Grade / Year level: Grade 3 ... equivalent to Year 4 in the British Curriculum*

Student name:

Nationality:

Date of birth:

Curriculum followed (*e.g. English, American, etc*):

Date student was admitted to your school (*DD/MM/YEAR*):

The year level that the student was first admitted to at your school (*e.g. Year 1*): \*

The student’s current Grade / Year level (*e.g. Year 1*): *which is equivalent to Year \_\_\_\_\_\_in the British Curriculum*

The last date the student attended your school (*DD/MM/YEAR*):

Result at the end of the academic year, (*please complete one, delete remainder*): \*

1- Student will continue in Grade / Year level \_\_\_\_\_\_\_\_\_ for the current Academic Year 20\_\_ to 20\_\_ which is equivalent to Year \_\_\_\_\_\_\_\_\_in the British Curriculum

2- Passed and promoted to Grade / Year level \_\_\_\_\_\_\_\_\_ for the new Academic Year \_\_\_\_\_\_ which is equivalent to Year \_\_\_\_\_\_\_\_\_ in the British Curriculum

3- Detained in Grade / Year level \_\_\_\_ for the Academic Year \_\_\_\_ which is equivalent to Year \_\_\_\_\_\_in the British Curriculum

Reason for leaving the school:

Observations:

Name  
Signature

**HEADMASTER/PRINICPAL/DIRECTOR**

School Stamp