

TRANSFER AND ADMISSION FORM

INSTRUCTIONS ON TRANSFER AND ADMISSIONS OF STUDENTS

1. Only applications made on this form will be considered of students.
2. No school shall admit student without a letter of transfer signed by the D.E.O .
P.D.E and Director of Secondary and Tertiary Education as the case may be.
 - ❖ Students seeking transfers from one district to another. The authorizing officer shall be the D.E.O
 - ❖ Students seeking transfer from one district to another. The authorizing officer shall be the PDE, subject to recommendation from D.E.O.
 - ❖ Transfer from one national school to another shall be authorized by the Director of secondary and Tertiary education.
3. All principals must give release letters to student seeking transfer to other schools stating very clearly the conduct of the student concerned. A principal who covers up a student's conduct shall be held responsible for any subsequent problems.
4. A school that may have a vacancy or vacancies to admit more students shall issue a transfer letter signed by the principal to the student's former school for the transfer process to begin.
5. All transfer requests for the coming year must be received by 30Th of October of the preceding year.
6. No transfers shall be carried out in the middle of the year except those under special circumstances.

PART A: TO BE COMPLETED BY THE STUDENT

i) Student

Name:..... Adm No:..... From.....

Address:.....

Date of Birth:.....

KCPE Index Number:..... Year Marks.....

Present School:.....

School to which transfer is requested:.....

Reason(s) for transfer.....

.....

.....

.....

ii) To be completed by student's parent/ guardian

Details of any other secondary schools the child has attended in the last 3 years

Name (s) of the schools(s) 1.
2.
3.

Reasons for leaving (tick appropriately)

- 1. Medical (attach medical report) ☐
 - 2. Performance ☐
 - 3. Distance ☐
 - 4. High cost ☐
 - 5. Discipline
 - 6. Any other
- (Specify)

I have cleared/ commit myself to clear all my financial obligations in the school

I.D NO:..... Address..... Tel No.....

Signature of Parent? Guardian..... Date:.....

PART "B": TO BE COMPLETED BY THE RECEIVING PRINCIPAL

- 1. I have / do not have a vacancy in form.....
- 2. I have examined the application and discussed the same with the student and parent / guardian.
- 3. I accept / do not accept the student in the school.

Name of the principal.....

School.....

Signature.....

School stamp and date.....

PART C: TO BE COMPLETED BY THE PRINCIPAL OF THE RELEASING SCHOOL

- 1. I certify that (name)..... Adm No..... is a student in form..... in my school.

2. Performance in term Above average ☐ Below average ☐ Poor ☐

3. Outstanding fee is Kshs.....
4. The discipline of the student (please comment on his/her general conduct in the school)

.....
.....

5. I am willing/ not willing to release /clear.....
(reasons).....

.....

Name.....

Signature.....

School Stamp.....

**PART D: TO BE COMPLETED BBY THE DISTRICT EDUCATION OFFICER FOR
INTER DISTRICT SCHOOLS' TRANSFER**

1. D.E.O OF THE RELEASING DISTRICT

I have examined the transfer for Student Name:.....

School:..... from.....

I do/ do not approve the transfer

(reasons).....
.....

Name.....

Signature.....

Official Stamp and date.....

2. D.E.O OF RECEIVING DISTRICT

I do/ do not approve the transfer

(reasons).....
.....

**PART E: TO BE COMPLETED BY THE PROVINCIAL DIRECTOR OF EDUCATION
FOR INTER PROVINCIAL SCHOOL'S TRANSFER**

I have scrutinized the request for transfer for

Name:..... Adm No:..... Form.....

School requested

I do/ do not approve the transfer

(reasons).....

.....

Signature..... Date.....

Official Stamp Date

PDE OF RECEIVING PROVINCE

I have scrutinized the request for transfer for

Name:..... Adm No:..... Form.....

School requested

I do/ do not approve the transfer

(reasons).....

.....

Signature..... Date.....

Official Stamp Date

**PART F: TO BE COMPLETED BY THE DIRECTOR OF SECONDARY AND
TERTIARY EDUCATION FOR NATIONAL SCHOOLS AND EXTRA TERTGRIAL
TRANSFER**

I do/ do not approve the transfer

(reasons).....

.....

Signature..... Date.....

Official Stamp Date