Ministry of
Education & Youth

TRANSFORMING EDUCATION
FOR NATIONAL DEVELOPMENT

The procedure for transfer should be followed as outlined below:

Procedure for Transfer

1) Parent submits a letter of request for transfer to the school.

2) The accepting school should provide the parent/guardian with an acceptance letter.

3) The acceptance letter should be taken to the school where the child was originally placed. The school administrator must provide the parent with a release letter.

4) The parent/guardian is then required to write a letter addressed to the Permanent Secretary, Ministry of Education and Youth requesting approval for transfer. This letter must be accompanied by the acceptance and release letters and should be taken to the respective Regional Office.

5) The Ministry of Education and Youth, through the Regional Offices, will send approval letters to the accepting and releasing schools within one (1) week from the date received.