



MINISTRY OF EDUCATION, HRD & LABOUR- ST.LUCIA
TRANSFER REQUEST & PLACEMENT FORM

PLEASE RETURN THE COMPLETED FORM AND RELEVANT DOCUMENTS TO:

Registrar of Examinations
Ministry of Education, HRD and Labour
3rd Floor, Francis Compton Building
Waterfront, CASTRIES

1. Name of Child.....

2. Date of Birth..... Nationality of Child.....
(Year/Month/Day) (Proof Required)

3. Home Address.....

4. Primary School Attended.....

5. Present /Last School..... Form/Grade.....

6. Name of Parent/Guardian.....

7. Nationality of Parent/Guardian..... (Proof Required)

8. Mailing Address.....

9. Telephone..... Fax Number.....

10. Type of Request: Transfer Placement
11. Reason for Transfer: Medical Transportation
- Change of Residence Hardship Case
- Physical Disability Other

Give details

12. School Choice(s).....

Signature of Parent/Guardian

Date

FOR OFFICAL USE ONLY

Relevant Documents:

A. Latest academic records (original and certified)	Yes	No
B. Birth Certificate or other Legal Documents to ascertain age	Yes	No
C. Character reference from last school	Yes	No
D. Work permit certificate of parent/guardian	Yes	No
E. Legal document to verify guardianship	Yes	No

Academic records of students coming from overseas may be faxed directly to the office of the Registrar
- fax no. 758 453 6284

Receiving Officer:..... Date Received.....

Decision Taken.....