



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
12. Reason for Transfer: ☐ Medical ☐ Transportation
☐ Change of Residence ☐ Hardship Case
☐ Physical Disability ☐ Other

Give details

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13. School Choice(s)
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Signature of Parent/Guardian Date

FOR OFFICIAL USE ONLY

Relevant documents:

- | | | | |
|----|---|-----|----|
| A. | Latest academic records (original or 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: