



**MINISTRY OF EDUCATION  
STATE DEPARTMENT OF EARLY LEARNING AND BASIC EDUCATION**

**TRANSFER AND ADMISSIONS FORM (PRIMARY)**

**INSTRUCTIONS ON TRANSFER AND ADMISSION OF STUDENTS**

- (1) Only applications made on this form shall be considered.
- (2) **No school shall admit a student without a letter of transfer** signed by SCDE, CDE, and Regional Coordinator of Education as the case may be.
  - ❖ Students seeking transfers within the Sub County: The authorizing officer shall be the SCDE.
  - ❖ Students seeking transfers from one Sub County to another: The authorizing Officer shall be CDE, subject to recommendation from SCDE.
- (3) **All head teachers must give release letters to students seeking transfer to other schools stating very clearly the conduct of the student concerned. A head teacher 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 form signed by the head teacher to the student's former school for the transfer process to begin.
- (5) All transfer requests for the coming year must be received by **30<sup>th</sup> October of the preceding year.**
- (6) **No transfers shall be carried out in the middle of the year except those under special circumstances.**
- (7) **The receiving head teacher shall receive the pupil on school's NEMIS then requests the releasing head teacher to release the pupil from the School's NEMIS.**

## PART A TO BE COMPLETED BY THE STUDENT

### (i) Students details

Name:.....UPI.....

Address .....

Date of birth .....

Present School .....

School to which transfer is requested .....

Reason(s) for transfer .....

.....

### (ii) To be completed by the student's parent/guardian.

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

Name(s) of schools: 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.

ID.No..... Address ..... Tel No.....

Signature of parent/Guardian..... Date.....

## PART "B" TO BE COMPLETED BY THE RECEIVING HEAD TEACHER

(1) I have/do not have a vacancy in grade/class: .....

(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.

(4) Name of head teacher.....

(5) School .....

(6) Signature .....

(7) School stamp and date .....

**PART C: TO BE COMPLETED BY THE HEADTEACHER OF THE RELEASING SCHOOL**

(1) **I CERTIFY THAT (NAME)** .....**Adm/No.**..... is a student in  
**grade/class**..... in my school

A (2) Performance in term	Above Average	<input type="checkbox"/>
	Below Average	<input type="checkbox"/>
	Average	<input type="checkbox"/>
	Poor	<input type="checkbox"/>

( 3 ) Outstanding fee is Kshs

.....

(4) The Discipline of the student (please comment on his/her general conduct in the school

.....  
.....  
.....

(5) I am wiling/not willing to

release/clear.....

Reasons(s)

.....  
.....

**Name** ..... **Sign**.....

**School stamp and Date**.....

**PART D: TO BE COMPLETED BY THE SUB COUNTY DIRECTOR OF EDUCATION  
FOR INTER SUB COUNTY SCHOOL TRANSFER.**

**(i) SCDE OF RELEASING SUB COUNTY**

I have examined the transfer request for:

Student Name .....

School .....

Adm

No.....Class/grade.....

I do/do not approve the transfer

Reason (s)

.....  
.....

Name ..... Sign.....

**OFFICIAL STAMP and Date**

.....

**(ii) SCDE OF RECEIVING SUB COUNTY**

I have examined the transfer request for:

Student Name .....

School .....

Admission No.....

Class/Grade.....

**I do/do not** approve the transfer.

**Reason (s)**

.....  
.....

Name ..... Sign.....

**OFFICIAL STAMP and Date** .....

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

**(i) CDE OF CURRENT COUNTY**

I have scrutinized the request for transfer for:

Name ..... Admin No. ....

Class/Grade .....

School requested

.....

I do/do not approve the transfer

Reason (s)

.....

.....

Name ..... Sign.....

**OFFICIAL STAMP and Date**

.....

**ii) CDE OF RECEIVING COUNTY**

I have scrutinized the request for transfer for:

Name ..... Adm No. ....

School Requested .....

Grade/class.....

Reason (s)

.....

.....

Name ..... Sign.....

**OFFICIAL STAMP and Date**

.....

**PART F: TO BE COMPLETED BY THE REGIONAL DIRECTOR OF EDUCATION FOR INTER REGION SCHOOL TRANSFER**

**(ii) RDE CURRENT REGION**

I have scrutinized the request for transfer for:

**Name** ..... **Adm No.** .....

**Grade/class**.....

**School** .....

**I do/do not** approve the transfer

**Reason(s)**

.....

**Name**.....**Sign**.....

**OFFICIAL STAMP and Date** .....

**RDE RECEIVING REGION**

I have scrutinized the request for transfer for:

**Name** ..... **Adm No.** .....

**Grade/class**.....

**School Requested** .....

**I do/do not** approve the transfer

**Reason(s)** .....

**Name**.....**Sign**.....

**Date** .....

**OFFICIAL STAMP** .....