Request to transfer to another school

Pupil or student concerned

Full name of the pupil or student

Date of birth

Class, level or year of study

Pupil or student number

Applicant

Full name

Capacity

Telephone

E-mail address

Full address

Schools

Current school

Town or city of the current school

School requested

Town or city of the school requested

Date of change wanted

Reason for the request

- [ ] Moving house
- [ ] Course or option not available locally
- [ ] Health reason
- [ ] Family circumstances
- [ ] Difficulties at school or school climate
- [ ] Other reason

Explanation useful for considering the request

Attachments

- [ ] Latest reports or transcripts
- [ ] Supporting document
- [ ] Agreement of the receiving school
- [ ] Other document

I request the transfer of the pupil or student named above to the school requested. The information I have given is accurate; I understand that acceptance is for the schools concerned, who will tell me their decision.

Place

Date

Applicant's signature

Name in full