

(Please note that this document should be printed on the current school's letterhead)

Transfer Letter Template

Student name:

Nationality:

Date of birth:

Curriculum followed (e.g. English, American, etc):

Date student was admitted to your school (DD/MM/YEAR):

The year level that the student was first admitted to at your school (e.g. Year 1): *

The student's current Grade/ Year level (e.g. Year 1): which is equivalent to year _____ in British Curriculum

The last date the student attended your school (DD/MM/Year):

Results at the end of the academic year, (please complete one, delete remainder): *

- 1- Student will continue in Grade/ Year level _____ for the current academic year 20__to 20__ which is equivalent to Year ____ in British Curriculum
- 2- Passed and promoted to Grade / Year level _____ for the new academic year ____ which is equivalent to year _____ in the British Curriculum
- 3- Detained in Grade / Year level _____ for the academic year ____ which is equivalent to year ____ in British Curriculum

Reason for leaving the school:

Observation:

Name:

Signature:

HEADMASTER/PRINCIPAL/DIRECTOR

School Stamp

*If your school is following a 12 Year/Grade curriculum- please ensure that the current school indicates the equivalency to the 13 Year British Curriculum.

For example: The student's current Grade/ Year level: Grade 3..... equivalent to year 4 in the British Curriculum.