

MINISTRY OF EDUCATION, HUMAN RESOURCE DEVELOPMENT & THE ENVIRONMENT

- Change of residency of parents after the submission of placement forms.
- Based on demographics: Transportation cost will be less for the child to attend this school as compared to the school assigned.
- The school has accommodation and special arrangements for physically challenged students via ramps, transportation, etc.
- Instances of social issues with deep psychological effects on the child being at this school. **Please note that original documentation (s) signed by a medical practitioner, education consultant or psychologist should accompany the transfer request for this reason.**

Transfer request follows four (4) simple procedures.

They include:

1. The Ministry of Education will upload an electronic transfer form for primary school principals, parents/guardians and the public to access, one week prior to the release of CPEA results. The forms can be accessed on the Ministry of Education's website via the link: <http://www.moe.gov.gd/> and will also be sent to primary schools via email.
2. Parents/guardians will complete the transfer forms electronically from the primary schools where their children are attached or in the comfort of their homes, by June 30th of each year, in this case 2017.

3. Parents/guardians will submit the fully completed forms to the Ministry of Education electronically by June 30th of each year, in this case 2017. **Incomplete forms will NOT BE GIVEN ANY CONSIDERATION.**

4. **The Ministry of Education, Human Resource Development and the Environment will deliberate on the transfer cases and provide a response electronically to parents/guardians with access to emails by the end of the second week in July of each year. Those who do not have access will be corresponded to through the primary school principal where they are attached.**

- **NOTE:** Parents who do not have access to electronic means of submission can submit a fully completed hard copy to the principals of the primary schools where their children are attached by June 30th, 2017. The principals will collate all received forms from their parents and submit to the Ministry of Education, Human Resource Development and the Environment electronically or otherwise.
- **NOTE:** The Ministry of Education and Human Resource Development **will consider ONLY serious cases of transfers, based on humanitarian and compassionate grounds ONLY.** That is, when unusual, undeserved or disproportionate hardship would be caused to the parent/guardian seeking consideration for the transfer. Thus, economic, health conditions, change of residency and security will be considered priority. Original documentation (s) signed by the relevant practitioner, Justice of the Peace, etcetera should accompany all request made.