



# Student Transfer Request

<b>Name of the child</b>		<b>Date of Withdrawal</b>			
<b>Center Name</b>		<b>Program</b>		<b>Level</b>	

CHECK LIST	YES / NO / NA
<b>PARENT SCHOOL</b>	
Did the school receive consent letter from parents?	
MyBeeClub Teacher has been notified?	
Did the MyBeeClub Teacher give inputs regarding the student's progress to the Counselor?	
Transfer kit created by the Counselor:  Parent Letter, Admission Form, Assessment Report, Drawing Book, Drawing Activity Book, Handwriting Book	

**Parent School**  
Created By (Name & Signature)

**Transfer School**  
Reviewed By (Name & Signature)

Counselor / Center Head  
Date:

Counselor / Center Head  
Date:



# Student Transfer Request

<b>Name of the child</b>		<b>Date of Admission</b>			
<b>Center Name</b>		<b>Program</b>		<b>Level</b>	

CHECK LIST	YES / NO / NA
<b>TRANSFER SCHOOL</b>	
Transfer kit received by the counselor:  Parent Letter, Admission Form, Assessment Report, Drawing Book, Drawing Activity Book, Handwriting Book	
Counselor schedule a formal meeting with parent - Reassure that the child is in the safe hands.	
Counselor assigns the class for the child and provides knowledge transfer to the MyBeeClub teacher.	
Counselor arranges a telephone meet between the MyBeeClub teachers (from the Parent Center) to gather additional details of the child.	

Created By (Name & Signature)

Reviewed By (Name & Signature)

Counselor / Center Head  
Date:

Director  
Date: