



Student Transfer Request

Name of the child		Date of Withdrawal			
Center Name		Program		Level	

CHECK LIST	YES / NO / NA
PARENT SCHOOL	
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

Name of the child		Date of Admission			
Center Name		Program		Level	

CHECK LIST	YES / NO / NA
TRANSFER SCHOOL	
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: