

QUALIFICATION FOR TRANSFER OF A STUDENT FROM ONE SENIOR HIGH SCHOOL TO ANOTHER OR TVET INSTITUTION

1. Student **MUST** be properly Enrolled in a Public Senior High School to qualify for transfers to another public Senior High School.
2. **Only Year 1** Students transiting into **Year 2** qualify for transfer. This means that Year 2 Students moving into Year 3 and NEWLY admitted Year 1 Students do not qualify for transfer.
3. A Student in A TVET School can only go on Transfer to another TVET School offering the same programmes as the current School of the Student
4. No Student(s) in a Senior High School can go on transfer to a TVET School unless a Senior High Technical School offering the same Elective Programmes as the current school of the Student
5. A Student going on transfer must look for a School in **SAME CATEGORY** as the current School, offering the same Elective Programmes.
6. A Student in a Category A school **MAY** qualify for transfer into Categories B and C Schools depending on the reasons for the transfer. This may also apply to a Student in a Category B School moving into a Category C School.
7. A Student in a Category C School can only go on transfer to another Category C School but not A and B Schools.

PROCEDURE:

1. **Only the Director General** (DG) of the Ghana Education Service or **HIS ASSIGNED** representative can approve of a transfer of a student from one School to another.
2. Only transfer applications with compelling (Tangible) reasons will receive approval
3. Parent or Guardian of a Prospective Transfer student must write to seek an **ASSURANCE LETTER** from a School of their choice that falls in the **QUALIFICATIONS** enumerated above (From Head of School)
4. Parent or Guardian of same Student Must also write for a **RELEASE LETTER** from the current School of the Student (From Head of School)
5. **A RELEASE LETTER** given by the current school of the student is just a requirement for the School giving the **ASSURANCE** to kick start the transfer process so the student **MUST** remain in the ORIGINAL School **until the approval letter is given by the Director General of the Ghana Education Service.**
6. A letter of transfer must be written by the Head of School that offered the ASSURANCE to the Director General (DG) of the GES through the Metropolitan, Municipal or District Director and through the Regional Director of Education (Student application, Assurance and Release Letters must be attached)
7. The Metropolitan, Municipal or District Director will also write a letter forwarding the transfer application and accompanying documents through the Regional Director to The Director General.
8. The Regional Director then writes a final letter, forwarding the transfer application and all the accompanying documents to the Director General for necessary action.

9. As stated earlier, ***all transfer applications are reviewed by the DG or a Committee he puts in place to grant approvals based on the merits of the reasons for the applications.*** Therefore, not all applications are approved automatically.
10. When a Transfer application is approved by the DG, A letter is duly signed by his outfit and copies served on all the stakeholders in the transfer chain including the School releasing the Student, the School accepting the Student, The National Free SHS Secretariat, Ghana TVET Service, District and Regional Directors of the schools involved
11. At this stage, all relevant data of the Student is then moved by the Free SHS/TVET Secretariat from Student original School to the current School for smooth disbursement of Government Bursaries.

TAKE NOTE THAT;

Heads of Schools, Regional Coordinators for Free SHS/TVET, District, Municipal, Metropolitan and Regional Directors of the GES do not approve of students transfers between schools

Thank You.