

Outline of transfer process from primary to post-primary

Primary principal

Post-primary principal

Parent(s)/guardian(s)

Phases of Transfer

	Role/Responsibility Who?	Action What?	Timeframe When?
1	Post-primary principal or designated person	Forward Information Request Form to the primary school(s)	Any time after Parent(s)/guardian(s) confirms enrolment
	Primary principal or designated person	Forward Information letter 6th Class Report Card My Profile Form My Child's Profile Form to Parent(s)/guardian(s)	By the end of the second week of June
	Parent(s)/guardian(s)	Complete and return My Child's Profile Form to the primary school <i>within five working days</i>	By the end of the third week of June
2	Primary principal or designated person	Forward Copy of Education Passports: 6th Class Report Card My Profile Form My Child's Profile Form to the post-primary school(s)	By early September
	Post-primary principal or designated person	Forward Information Receipt to the primary school to acknowledge receipt of Education Passports and confirm pupil registration	By end of first week of October

The above timeline should help to ensure that materials are transferred in a timely manner.