

Ministry of Education and Human Resources
Secondary School Registration Sheet - Forms I to V

School: Zone:
 Registration No: Admitted to FORM Section *For Office Use Only*

Section A

Student

Surname: _____ Gender (v): Male Female Date of Birth: ___ / ___ / ___ (dd/mm/yy)
 Other Name(s): _____ Nationality: _____
 National ID*: Country of Birth: _____
 Address: Street _____ Last School attended: _____
 Locality _____ Last Form attended: _____
 Town/Village _____ CPE Result (or equivalent): Aggregate: _____ Year: _____
 Asian/Other Language selected for study: _____ Music(v) Oriental Western Instrumental None
 Ward is living with(v): Both Parents Father only Mother only Other (Specify relationship) _____

Parents

Name of Father: _____ Name of Mother: _____
 National ID : National ID :
 Father's Occupation: _____ Mother's Occupation: _____
 Tel: Mobile: Tel: Mobile:

Section B

Responsible Party (if not father or mother)

Surname: _____ Other Name: _____
 National ID:
 Relationship with ward: _____
 Address: Street _____ Tel:
 Locality _____ Mobile:
 Town/Village _____ Email: _____

Person other than Responsible Party to be contacted in case of emergency

Surname: _____ Other Name: _____
 Home Tel: Office Tel. Mobile:

Health

State any health issues including allergies to which you may wish to draw attention of school (optional).
 1. _____
 2. _____
 3. _____
 4. Allergy to: _____

Parent's acceptance to receive SMS alert in case of absence of ward Yes No Mobile 1 Mobile 2

Transport

Bus Route No(s): From: _____ To: _____ Route No: _____
 From: _____ To: _____ Route No: _____

Declaration of Responsibility and Undertaking

I, _____, hereby declare that the information given herein is true to the best of my knowledge and undertake to abide by the rules and regulations of the school and to inform the school of any changes in the above information.

Signature _____ Date: ___ / ___ / ___

For office use only
 Name of Officer: _____ Signature _____ Date: ___ / ___ / ___
 Position held: _____

* Insert National ID (14 character code) as it appears in the birth certificate

Ministry of Education and Human Resources
Secondary School Registration Sheet - Form Lower VI & Upper VI

School: Zone:
 Registration No: Admitted to FORM Section For Office Use Only

Student

Surname: _____ Gender (v): Male Female Date of Birth: ___ / ___ / ___ (dd/mm/yy)
 Other Name(s): _____ Nationality: _____
 National ID*: Country of Birth: _____
 Address: Street _____ Last School attended: _____
 Locality _____ Last Form attended: _____
 Town/Village _____ SC Result (or equivalent): Aggregate: _____ Year: _____
 CPE Result (or equivalent): Aggregate: _____ Year: _____

Ward is living with(v): Both Parents Father only Mother only Other (Specify relationship) _____

Parents

Name of Father: _____ Name of Mother: _____
 National ID: National ID:
 Father's Occupation: _____ Mother's Occupation: _____
 Tel: Mobile: Tel: Mobile:

Responsible Party (if not father or mother)

Surname: _____ Other Name: _____
 Relationship with ward: _____ National ID:
 Address: Street _____ Tel:
 Locality _____ Mobile:
 Town/Village _____ Email: _____

Person other than Responsible Party to be contacted in case of emergency

Surname: _____ Other Name: _____
 Home Tel: Office Tel. Mobile:

Subject Combination for study

Principal Subjects	Subsidiary Subjects

Health

State any health issues including allergies to which you may wish to draw attention of school (optional).
 1. _____
 2. _____
 3. Allergy to: _____

Parent's acceptance to receive SMS alert in case of absence of ward Yes No Mobile 1
 Mobile 2

Transport

Bus Route No(s): From: _____ To: _____ Route No: _____
 From: _____ To: _____ Route No: _____

Declaration of Responsibility and Undertaking

I, _____, hereby declare that the information given herein is true to the best of my knowledge and undertake to abide by the rules and regulations of the school and to inform the school of any changes in the above information.

Signature _____ Date: ___ / ___ / ___

For office use only
 Name of Officer: _____ Signature _____ Date: ___ / ___ / ___

* Insert National ID(14 character code) as it appears in the birth certificate

Ministry of Education and Human Resources
Transfer Certificate – Secondary*

Date:/...../..... (dd/mm/yy)

Reference Number:

Student

Surname: _____ Gender (v): Male Female
Other Name(s): _____ Date of Birth: / / (dd/mm/yy)
Address: Street _____ National ID:
 Locality _____ Country of Birth: _____
 Town/Village _____ Nationality: _____

Responsible Party

Surname: _____ Other Name(s): _____
National ID:
Address: Street _____ Tel:
 Locality _____ Mobile:
 Town/Village _____ Email: _____

Transfer

Name of Present School : _____ Zone: _____
Date of Admission to present school: / /
Last class attended: _____ Year: _____
Last examinations result: Pass Failed Promoted Not Promoted Other:
Attendance of Student (%): _____

Any other appropriate remarks:
.....
.....
.....

Name of Rector/Manager: _____

Signature of Rector/Manager and seal of school _____ Date: / /

Admission

Name of school admitting student: _____

Date of Admission: / /

Form in which admitted: _____

Name of Rector/Manager: _____

Signature of Rector/Manager and seal of school _____ Date: / /

* Copy to be sent to Rector/Manager of outgoing school and PSSA/ Zone Director

Ministry of Education and Human Resources
Letter to Responsible Party – Re: Application for Transfer (Secondary)

Our Ref:

Date:

Mr/Mrs:
.....
.....
.....

Dear Sir/Madam,

Reference is made to your application for transfer dated

This is to inform you that the transfer of your son/daughter/ward

.....has been transferred
from.....in Form.....
to.....in Form.....

You are requested to call on the Rector of
for admission purposes.

Yours faithfully

for Director

Copy to Rector of outgoing school,

Rector of receiving school