

# Outline of transfer process from primary to post-primary

Primary principal

Post-primary principal

Parent(s)/guardian(s)

## Phases of Transfer

	<b>Role/Responsibility</b> Who?	<b>Action</b> What?	<b>Timeframe</b> When?
<b>1</b>	Post-primary principal or designated person	Forward <b>Information Request Form</b> to the primary school(s)	Any time after Parent(s)/guardian(s) confirms enrolment
	<i>For children in need of additional support</i>  Primary principal or designated person	Forward <b>NEPS Student Transfer Form</b> to parent(s)/guardian(s) and then to the post-primary school	It is recommended that this form transfers in a timely manner  For children in need of additional supports such as special needs assistants, assistive technology or school transport, NCSE application deadlines should be considered
	Primary principal or designated person	Forward <b>Information letter</b> <b>6th Class Report Card</b> <b>My Profile Form: copy</b> <b>My Child's Profile Form</b> to Parent(s)/guardian(s)	By the end of the second week of June
<b>2</b>	Parent(s)/guardian(s)	Complete and return <b>My Child's Profile form</b> to the primary school within five working days	By the end of the third week of June
	Primary principal or designated person	Forward Copy of Education Passports: <b>6th Class Report Card</b> <b>My Profile Form</b> <b>My Child's Profile Form</b> to the post-primary school(s)	By early September
<b>3</b>	Post-primary principal or designated person	Forward <b>Information Receipt</b> 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.