

Student Transfer Form (See Notes overleaf)

Student Name: _____ Parent / Guardian Names 1 _____ 2 _____	Address: PPSN: Religion:
Date of Birth:	Nationality:

General report – Current Year

More than one box may be ticked

	Excellent	Very Good	Good	Unsatisfactory	Consistent	Inconsistent
Behaviour & co-operation	<input type="checkbox"/>					
Application to work	<input type="checkbox"/>					
Attendance	<input type="checkbox"/>					

Academic Achievement *

The comments hereunder arise from both formal & informal class-based assessments supported by the professional opinion of the teacher

More than one box may be ticked

	Exceptional	Above Average	Average	Below Average	Reaching Potential	Not Reaching Potential
Gaeilge	<input type="checkbox"/>					
English	<input type="checkbox"/>					
Mathematics	<input type="checkbox"/>					
Physical Education	<input type="checkbox"/>					
Social Personal & Health Education	<input type="checkbox"/>					
Music	<input type="checkbox"/>					
Visual Arts	<input type="checkbox"/>					
Drama	<input type="checkbox"/>					
History	<input type="checkbox"/>					
Geography	<input type="checkbox"/>					
Science	<input type="checkbox"/>					
Oral Work & Activities	<input type="checkbox"/>					
Written Work & Activities	<input type="checkbox"/>					

Standardised Assessment – Literacy & Numeracy

English Assessment Used: _____ Date Given: _____ Percentile _____ STEN Score _____

Mathematics Assessment Used: _____ Date Given: _____ Percentile _____ STEN Score _____

Special Education Needs – where applicable

Psychological Assessment Undertaken ___ / ___ / _____ Report(s) available from Parents

Other relevant reports (Speech and language/OT/etc) _____

Additional Resource (Low Incidence) hours per week _____ Learning Support / General Allocation hours per week _____

Special Needs Assistance hours per week _____ English as a Second Language resource hours per week _____

Exemption from Gaeilge – Date of Certification ___ / ___ / _____

Additional Notes: Please use additional sheets for supplementary notes

Sending School Declaration	Receiving School Declaration
Class Teacher _____ Principal _____ Date ___ / ___ / _____ Roll Number _____ Sending School Stamp	This Student has enrolled in _____ on ___ / ___ / _____ Roll Number _____ Signature of Principal: _____ Receiving School Stamp

Evidence of Enrolment to be returned to Sending School*

Receiving School Retains Original Copy of Student Transfer Form –

A Photocopy of this form must be signed and stamped by or

on the behalf of the Principal of the Receiving School and Returned to The Principal of the Student's *Sending School*

NOTES

1. The main purpose of the Student Transfer Form is to convey relevant information to a school (second-level or other primary school) for the educational benefit of the child. In the case of primary to second-level transfer, this form should only be sent to the second-level school that has confirmed enrolment of the child in question. This is to ensure that the data contained does not influence enrolment prospects. Where there is any doubt about multiple enrolment, clarification should be sought from the parents of the child.
2. This Student Transfer Form serves a number of functions as follows:
 - Transferring information re. student academic achievement to the receiving school
 - Transferring any relevant information re. Special Education Needs
 - Transferring any relevant information re. school attendance
 - Creates an opening for a meaningful conversation between 1st year – year head and 6th Class Teacher
 - Under the Education Welfare Act, the 'Sending School' must receive written confirmation that a student has been enrolled in the 'Receiving School' before the student can be taken off the Rollbook. This Student Transfer Form facilitates an efficient means of fulfilling this requirement.
 - In addition to primary/second-level transition, each year thousands of pupils transfer from one Primary School to another. This Student Transfer Form will therefore also serve an important function in transferring essential information between primary schools.
3. The generic term 'Sending School' refers to the school from which a student departs. The 'Receiving School' refers to the new school in which a student has been enrolled.
4. A Standardised Student Transfer Form (STF) was in use between Primary & Post Primary Schools up to the early 1980s. It ceased usage as its design and layout became obsolete.
5. In the academic achievement section the terms *Exceptional*, *Above Average*, *Average* and *Below Average* are based on a combination of the Class Teacher's observations of the student's achievement levels matched against the objective criteria of the revised Primary Curriculum.
6. Standardised assessment instruments such as Drumcondra (numeracy and literacy), Micra-T (literacy) and Sigma-T (numeracy) are used to complement teacher observation and other non-standardised forms of assessment
7. Standardised Assessment *Percentiles* and *STEN scores* will provide a 'check and balance' against the selected ratings by the class teacher in Maths and English.
8. In accordance with general guidelines for student report forms, this Student Transfer Form is designed to limit teacher comments to (a) facts e.g. percentiles and (b) professional opinions e.g. academic achievement levels related to curriculum objectives.
9. The concept of *Reaching Potential /Not Reaching Potential* is an important indicator particularly in relation to children that maybe be below average achievers but in fact reaching their potential e.g. children in the category "borderline mild general learning disability".
10. As in the case of any other student records, parental permission is required by the sending school before the Student Transfer Form can be forwarded to the receiving school