

TOOL 3: SCHOOL TRANSFER MONITORING

Summary:			
Tool for	Schools	Objective	Monitoring school transfers to prevent drop-out
Process	Schools follow-up closely on every school transfer, within the same Municipality, another Municipality or abroad		

NOTE: School transfers are regulated by law. However we know that transfers are a high risk point for drop-out. Stronger monitoring of transfers will enable better inter-school coordination and result in fewer drop-out cases.

Checklist for School A (child's old school)	✓
School records the transfer as per regulation	
School obtains oral <u>and</u> written confirmation from the child's new school that the transferred child <u>has attended his or her new school 5 days</u> after the transfer.	
School alerts MED immediately if the child has not transferred to his/her new school	
School asks the child's friends and relatives about the whereabouts of the child	
School communicates to MED any relevant information on the whereabouts of the child	
Checklist for School B (child's new school)	✓
School records the new child as per regulation	
School confirms orally and in writing to School A that the child has started attended his/her new school within 5 days	
School alerts MED immediately if the child has not transferred to his/her new school	