## TOOL 3: SCHOOL TRANSFER MONITORING

### Summary:

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<td>Monitoring school transfers to prevent drop-out</td>
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### 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 and written confirmation from the child’s new school that the transferred child has attended his or her new school 5 days 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