



Date

LETTER OF TRANSFER

Dear Sir/Madam, Head -

Re: **NAME OF CHILD**

NAME OF SCHOOL

The above named child has applied for a place at Petra College. In order for us to proceed with this application we require the following information/details from you. Please would you assist us by completing and returning this form at your earliest convenience.

1. Please give general comments on the child's **ACADEMIC ABILITY**:
.....
.....

2. For how long has the child attended your school

3. **FINANCES**
Are all fees/levies paid in full by due date? **YES/NO**
Comment (if applicable)

4. **ANY OTHER RELEVANT INFORMATION**
Please include any other information/comments that might be of assistance

Date Signature of Head

**OFFICIAL SCHOOL
STAMP**