

Transfer to another school

According to the Education Act student can during secondary education request a transfer to another high school, change of department or interruption of studies.

Request for transfer must be in writing. In the case that of applicant being less than 18 years old, it also has to be signed by the parents. During the transfer a student may attend differential exam. Student's acceptance and inclusion in grade is decided by school principal.

Process during school transfer

- 1) Contact the school principal, where you want to transfer, arrange a personal appointment. Transfer can be realised during the whole school year.
- 2) It is important to prepare for personal interview – provide reasons for transfer, grade, which the student wishes to get transferred to.
- 3) Principal may or may not agree with a transfer. School principal always has to provide reasons for rejection.
- 4) School principal may decide about differential exams. Principal has to provide range of exam, venue and a day, when student takes the exam.
- 5) School principal decides about transfer in the case, that all differential exams are performed sufficiently at worst.