



**EASTERN CAPE PROVINCE
DEPARTMENT OF EDUCATION**

REQUEST FOR LEARNER DOCUMENTS

CONFIDENTIAL

1. This form must be completed in triplicate by the sender. One for filing and two to be sent to the other school.
2. The receiver completes both forms and one is sent back and the other one is filed.
3. In the last column the receiver indicates which profiles are not yet available.

TO : Address of current school
The Principal

PLEASE FORWARD THE FOLLOWING	
1	Profile
2	Portfolio
3	Transfer Form
4	LA Summative Record
5	
6	
7	

Please forward the documents of the following learners, admitted to our school, by return post. (Indicate with a "X")

Surname & Initial	Date of Birth	Date of Transfer	Documents Requested							
			1	2	3	4	5	6	7	

FROM : Address of previous school	Telephone	Date
The Principal		
	Fax	

PRINCIPAL

SCHOOL STAMP