



SENG KANG PRIMARY SCHOOL

A Vibrant Community of World-Ready Learners

<http://www.sengkangpri.moe.edu.sg>

21 Compassvale Walk, Singapore 545166; Tel: 6384 0809; Fax: 6384 0839

SKPS/ 2015/ VP/ 399

17 November 2015

Dear Parent / Guardian of Primary 1 to Primary 5 Pupils

2015 STUDENT TRANSFER EXERCISE FOR PRIMARY SCHOOLS

1. The Student Transfer Exercise for Primary Schools (STEPS) serves to facilitate the transfer of students who have relocated to another address, to schools nearer to their new residences. The 2015 STEPS registration at schools will be conducted from 20, 23 and 24 November 2015. Alternatively, parents have the option to register their child for STEPS via the internet system (STEPS-IS) from 19 to 23 November 2015. The outcome of the STEPS application will be released on 11 December 2015.
2. Under the STEPS process, all students will be considered for available vacancies in a school. Provision will not be given to the parents/guardians to select a particular school for the transfer, as the student will automatically be considered for vacancies in the nearer school in the first instance.
3. To be eligible to participate in STEPS, the child must satisfy the following criteria:
 - a. The child is a Singapore Citizen or Singapore Permanent Resident;
 - b. The child is currently attending Primary 1 to Primary 5 in 2015;
 - c. The parents/guardians have changed their residential address between 1 January 2014 and 19 November 2015 (both dates inclusive).
4. For more details on STEPS, please refer to the information sheet which is enclosed with this letter.
5. In the event that you wish to register your child for STEPS via the internet system (STEPS-IS), please refer to the "STEP-BY-STEP GUIDE FOR STEPS-IS" which is available on the school website at <http://www.sengkangpri.moe.edu.sg/>. Alternatively, you could also collect a copy of the guide from the General Office.

Thank you.

Yours sincerely,

Mrs Winefrede Loo
Vice-Principal

cc Mrs Rabia Shahul (Principal)
Mr Hamri Abdul Jalil (Vice-Principal[Admin])





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