



# SENG KANG PRIMARY SCHOOL

A Vibrant Community of World-Ready Learners

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

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SKPS/2012/P / VP/

12 November 2012

Dear Parents/Guardians,

## **Transfer Due to Changes in Address – 2012 Student Transfer Exercise for Primary Schools (STEPS)**



This letter serves to inform parents of **STEPS** which is a service to assist parents/ guardians in school transfers due to changes in address. The school transfers if successful, will take effect in 2013. Please disregard this letter if it is not applicable to you.



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. Parents/ Guardians could decide if they want to participate in STEPS, should their child satisfy the eligibility criteria. If parents/guardians prefer to directly approach the school they would like to transfer their child to, they could do so outside the period when STEPS is being conducted, that is, before 16 November 2012 or after 17 December 2012.



Pupils will be considered for available vacancies in a school via STEPS if they fulfil the following eligibility criteria:

- (a) The child is a Singapore Citizen or Singapore Permanent Resident;
- (b) The child is currently attending Primary 1 to Primary 5 in 2012;
- (c) The parents/guardians have changed their residential address between 1 January 2011 and 21 November 2012 (both dates inclusive).

Parents/ Guardians could submit their applications for 2012 STEPS at the General Office from **19 to 21 November 2012** between 8 am to 5 pm each day.



Alternatively, parents have the option to register their child for STEPS via the internet using both the parents' SingPasses from **16 to 21 November 2012** from 10 am on the first day and 12 noon on the last day.

The 2012 STEPS posting results will be released on **10 December 2012**. Parents will be notified of the posting results by mail. Students who have been successful in 2012 STEPS will report to their current schools on **12 December 2012** and then to the posted schools by **14 December 2012**.



For parents/ guardians who wish to participate in STEPS, please collect an information sheet and a step-by-step guide for internet users from the General Office. These documents will also be posted on the school's website.

Thank you.



Mr Albert Chia  
Vice-Principal