



**2025**  
**WCED TRANSFER REQUEST FORM**  
**BETWEEN TWO ORDINARY PUBLIC SCHOOLS**  
**(GRs.2-7 & Gr.9-12)**

**WESTERN CAPE EDUCATION DEPARTMENT (WCED) TRANSFERS 2025**

The information on this form will be captured on the WCED online admissions system to assist the parent.

**Primary Parent / Legal Guardian Information**

<b>Parent / Legal Guardian type (Please tick)</b>		Biological	Adoptive	Legal Guardian	Step	Other				
<b>Title: (Please tick)</b>		Mr.	Miss	Mrs.	Ms	Prof.	Dr	Rev	Hon	Adv
<b>First Name</b>		<b>Second Name</b>		<b>Surname</b>						
<b>Date of birth</b>			<b>Gender</b>	Male	Female					
<b>SA Citizen</b>	YES	NO	<b>ID number /Passport Number / Permit</b>							
<b>Marital status: (Please tick)</b>		Divorced	Married	Separated	Single	Widowed				

**IMPORTANT!!! Please Complete**

**Contact Information**

<b>Cell phone No.</b>	<b>Emergency Contact No.</b>
<b>Tel. No. (work)</b>	<b>Alternative Contact No.</b>
<b>Alternative Name and Surname</b>	<b>Alternative: Relationship</b>
<b>Email address</b>	

**Physical Address**

<b>Western Cape Address</b>	YES	NO			
<b>Address type: (Please tick)</b>	Street / Road	Flat	Farm	Plot	Other
<b>Address No / House / Street Number</b>	<b>Address / Street Name</b>				
<b>Building / Complex / Block / Apartment name</b>					
<b>Country</b>	<b>Province</b>				
<b>Town</b>	<b>Suburb</b>				

**Work Address (Optional)**

<b>Western Cape Address</b>	YES	NO			
<b>Address type: (Please tick)</b>	Street / Road	Flat	Farm	Plot	Other
<b>Address No / House / Street Number</b>	<b>Address / Street Name</b>				
<b>Building / Complex / Block / Apartment name</b>					
<b>Country</b>	<b>Province</b>				
<b>Town</b>	<b>Suburb</b>				
<b>Which address must be used for your application?</b>	Physical Address	Work Address			

**OPTIONAL (Secondary Parent / Legal Guardian Information)**

<b>Parent / Legal Guardian type (Please tick)</b>		Biological	Adoptive	Legal Guardian	Step	Other				
<b>Title: (Please tick)</b>		Mr.	Miss	Mrs.	Ms.	Prof.	Dr	Rev	Hon	Adv
<b>First Name</b>		<b>Second Name</b>		<b>Surname</b>						

Date of birth					Gender	Male			Female				
SA Citizen	YES			NO	ID number /Passport Number / Permit								
Gender		Male			Female			SA Citizen	YES			NO	
Marital status: (Please tick)				Divorced	Married	Separated	Single	Widowed					
<b>IMPORTANT!!! Please Complete</b>													
<b>Contact Information</b>													
Cell phone no.							Emergency Contact no.						
Tel. no. (work)							Alternative Contact No.						
Alternative Name and Surname							Alternative: Relationship						
Email address													
Address Outside Western Cape		YES			NO								
Address type: (Please tick)		Street			Flat			Farm			Plot		
House / Street Number					Street name								
Building / Complex / Block / Apartment name													
Town							Suburb						

<b>Learner Information</b>													
Required Grade (The Grade you are applying for)								Date of Application (YYYY / MM / DD)					
First-time registration in Western Cape				Yes				No					
First Name					Second Name				Surname				
Learner's ID Number:							Date of Birth						
Learner's CEMIS Number:													
Gender		Male			Female								
Population group		Black/African				Coloured			Indian/ Asian			White	
SA Citizen	YES			NO	Undocumented SA / Foreign learner		YES				NO		
Is the address the same as the primary parent's?					YES			NO					
Home address (where learner currently resides)													
Address type		Street			Flat			Farm			Plot		
Address no.		Street name					Building / Complex / Apartment name						
Town					Suburb								
Reason for Application		Learner Not promoted					Better prospects						
		Highest Grade Reached					New registration						
		Serious Trauma or issue at Previous School (Proof required)					Transfer from SNE to Public Ordinary school						

Name of the last school attended							Year			
Are you relocating to the Western Cape (WC) from another province?				YES			NO			
If yes, write down the name of the province.										

Are you relocating to the WC from another country?	YES		NO			
If yes, write down the name of the country.						
Language of Learning and Teaching (LOLT)	AFR	ENG	XHOSA	SESOTHO	TSWANA	

Do you wish to apply for Hostel accommodation? (Applicable to mainly rural areas)	YES		NO	
Do you wish to apply for learner transport? (Applicable to mainly rural areas at schools using the WCED learner transport schemes)	YES		NO	
a) Participation in sport	YES		NO	
If yes, please indicate which sport.				
b) Participation in cultural programme / s	YES		NO	
If yes, please indicate which cultural programme / s.				
c) Has the learner held any leadership position/s at school?	YES		NO	
If yes, please provide details.				
Name any sports award/s achieved.				
d) Does the learner play an instrument/s?	YES		NO	
If yes, please indicate which instrument/s.				
e) Level of music participation (Write down the level of participation or achievement.)				

**Select Schools**

*Please indicate the schools you want to APPLY TO:*

**KINDLY RANK SCHOOLS BELOW IN THE ORDER OF YOUR PREFERENCE**

No.1	NAME OF SCHOOL		Are you applying for more than 1 learner at the same school?	YES		NO	
	Please indicate if the learner has a sibling attending this school.	YES		NO		CEMIS NUMBER	
No.2	NAME OF SCHOOL		Are you applying for more than 1 learner at the same school?	YES		NO	
	Please indicate if the learner has a sibling attending this school.	YES		NO		CEMIS NUMBER	
No.3	NAME OF SCHOOL		Are you applying for more than 1 learner at the same school?	YES		NO	
	Please indicate if the learner has a sibling attending this school.	YES		NO		CEMIS NUMBER	
No.4	NAME OF SCHOOL		Are you applying for more than 1 learner at the same school?	YES		NO	
	Please indicate if the learner has a sibling attending this school.	YES		NO		CEMIS NUMBER	
No.5	NAME OF SCHOOL		Are you applying for more than 1 learner at the same school?	YES		NO	
	Please indicate if the learner has a sibling attending this school.	YES		NO		CEMIS NUMBER	
No.6	NAME OF SCHOOL		Are you applying for more than 1 learner at the same school?	YES		NO	
	Please indicate if the learner has a sibling attending this school.	YES		NO		CEMIS NUMBER	
No.7	NAME OF SCHOOL		Are you applying for more than 1 learner at the same school?	YES		NO	

Please indicate if the learner has a sibling attending this school.		YES		NO		CEMIS NUMBER	
No.8	NAME OF SCHOOL				Are you applying for more than 1 learner at the same school?	YES	NO
Please indicate if the learner has a sibling attending this school.		YES		NO		CEMIS NUMBER	
No.9	NAME OF SCHOOL				Are you applying for more than 1 learner at the same school?	YES	NO
Please indicate if the learner has a sibling attending this school.		YES		NO		CEMIS NUMBER	
No.10	NAME OF SCHOOL				Are you applying for more than 1 learner at the same school?	YES	NO
Please indicate if the learner has a sibling attending this school.		YES		NO		CEMIS NUMBER	

**Declaration by legal parent/guardian**

I, the undersigned, declare that the above information is correct.

Signed by legal parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**REQUIRED DOCUMENTS SUBMITTED TO THE SCHOOL / WCED**

<i>Please check that the following documentation is attached</i>	<i>Please tick</i>	
1. Certified copy of ID / Birth certificate (learner)	YES	NO
2. A study permit issued by the Department of Home Affairs or proof of application (If the learner is a foreign learner)	YES	NO
3. Copy of immunization card / Road to Health chart (Primary schools only)	YES	NO
4. Latest official school academic report of the learner	YES	NO
5. Proof of residence (This could be: Rates account / Lease agreement / An affidavit confirming residence)	YES	NO

Checked by (Name and surname): \_\_\_\_\_

Date: \_\_\_\_\_

Checked and signed by: \_\_\_\_\_