
(Name and surname of 1. legal guardian / adult student, address of permanent residency, phone number, e-mail)

(Name and surname of 2. legal guardian /address of permanent residency if different from above, phone number, e-mail)

Vedenie školy
Spojená škola Novohradská
Novohradská 3
821 09 Bratislava

In _____, date

Subject: Transferring request

With utmost respect, I am writing this letter in order to request a transfer to gradeof the International Baccalaureate programme (tick one):

- Primary Years Programme - PYP*
- Middle Years Programme - MYP*
- IB Diploma Programme - IB D*

Name and surname of the child/ adult student:	
Date of birth:	
Address of permanent residency (if different from above)	
Reason for transfer:	
Grade he/she currently attends:	
School he/she currently attends:	
Address of the school he/she currently attends:	
Request date of transfer:	
2nd foreign language studied at current school:	

I do not request a response within 30 days.

Sincerely,

.....

signatures of both legal guardians / signature of an adult student

Appendix:

A copy of the Acceptance letter to the school he/she currently attends

A copy of the student's grade reports from the previous year

*Comparison of names of classes in national and IB programmes at Spojená škola Novohradská

Grades in national programme	Grades in PYP	Grades in MYP	Grades in IB D
1.grade elementary school (ES)	PYP 1 AJ		
2.grade ES	PYP 2 AJ		
3.grade ES	PYP 3 AJ		
4.grade ES	PYP 4 AJ		
5.grade ES	PYP 5 AJ		
6.grade ES		pre-MYP	
7.grade ES		MYP 1	
8.grade ES		MYP 2	
9.grade ES		MYP 3	
1.grade Gymnasium		MYP 4	
2.grade Gymnasium		MYP 5	
3.grade Gymnasium			3 IB D
4.grade Gymnasium			4 IB D