



**INTERNATIONAL
COMMUNITY COLLEGE**
Inculcating Intelligence &
Character

**SCHOOL LEAVING
CERTIFICATE & TRANSFER
RECORD FORM**

To be completed by the Head of School / Registrar of the student's previous school

BAE 29, Baatsona, Community 16, Tema • www.icc.edu.gh • Admissions Records

Purpose: This form confirms the student's former enrollment, conduct, academic standing and readiness for transfer. Parents should submit this form with the latest school report/transcript where available.

A. STUDENT AND FORMER SCHOOL DETAILS

Student Full Name		Date of Birth	
Admission / Student No. at Former School		Nationality	
Former School Name		Former School Location	
Date First Admitted		Date Last Attended	
Class / Year Last Completed		Curriculum / Programme	

B. TRANSFER / LEAVING CERTIFICATION

☐ Student has officially withdrawn / transferred	☐ School leaving certificate attached
☐ Latest academic report attached	☐ Transcript / cumulative record attached
☐ Birth certificate/passport copy seen by former school	☐ No disciplinary bar to transfer
☐ Attendance record attached or summarised below	☐ Learning support / SEN information attached where applicable
Reason for Leaving / Transfer	Date Certificate Issued
Attendance Summary ☐ Excellent ☐ Good ☐ Fair ☐ Poor	Punctuality ☐ Excellent ☐ Good ☐ Fair ☐ Poor
Conduct / Character ☐ Excellent ☐ Good ☐ Fair ☐ Poor	Academic Standing ☐ Excellent ☐ Good ☐ Fair ☐ Needs Support

C. ACADEMIC, BEHAVIOUR AND WELFARE NOTES

Academic strengths / subjects of note	
Areas requiring academic support	
Behaviour, discipline or safeguarding notes, if any	
Medical, SEN, learning support or counselling notes, if relevant	

D. DOCUMENTS REQUESTED FROM FORMER SCHOOL

☐ Official school leaving certificate	☐ Latest full academic report
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☐ Transcript / continuous assessment record	☐ Conduct / testimonial letter
☐ Attendance record	☐ Transfer certificate where used by the former school
☐ Learning support / SEN report where applicable	☐ Medical or welfare handover note where applicable

E. FORMER SCHOOL DECLARATION

The former school certifies that the information above is accurate and is issued to support the student's transfer to International Community College.

Head of School / Registrar Name _____	Signature _____
Official School Stamp _____	Date _____
School Email / Telephone _____	Position / Title _____

For ICC Admissions Use Only: Received by _____ Date _____ Notes _____