Advance English Academy

Class/Level Transfer Form

\*All fields are mandatory

|  |  |  |  |
| --- | --- | --- | --- |
| Date | First Name | | Last Name |
|  |  | |  |
| Placement test score | | Date of Test | |
|  | |  | |
| Current Class | | **Current Teacher’s Signature** | |
|  | |  | |

**□ I would like to transfer to a different class:**

|  |  |
| --- | --- |
| New Class | **New Teacher’s Signature** |
| Reason to transfer: | |
| Teacher and/or Academic Director’s comments: | |
|  | |

**□ San Francisco to Berkeley**

**□ Berkeley to San Francisco**

**□ I would like to transfer to a different school location:**

|  |  |
| --- | --- |
| New Class | **New Teacher’s Signature** |
| Reason to transfer: | |
| Teacher and/or Academic Director’s comments: | |
|  | |

**□ I have met with the Academic Director to sign the new Enrollment Agreement Form and School Performance Fact Sheet.**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Approved □ Denied

□ Update Quickschools

Signature of Academic Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_