



**Western Cape
Government**
FOR YOU Education

LATE 2026
WCED TRANSFER REQUEST FORM
TO ORDINARY PUBLIC SCHOOLS
(GRs.2-7 & Gr.9-12)

WESTERN CAPE EDUCATION DEPARTMENT (WCED) TRANSFERS 2026

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

Primary Parent / Legal Guardian Information

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

IMPORTANT!!! Please Complete

Contact Information

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

Physical Address

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

Work Address (Optional)

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

OPTIONAL (Secondary Parent / Legal Guardian Information)

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

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	
IMPORTANT!!! Please Complete								
Contact Information								
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			

Learner Information									
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? (<i>Applicable to mainly rural areas</i>)	YES		NO	
Do you wish to apply for learner transport? (<i>Applicable to mainly rural areas at schools using the WCED learner transport schemes</i>)	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

Please check that the following documentation is attached		Please tick	
1. IDENTIFICATION			
a. Certified copy of ID / Birth certificate (learner) OR		YES	NO
b. In the case of foreign learners: a passport / a copy of parent's refugee or asylum seeker permit on which the learner's name should appear. OR		YES	NO
c. If the learner was not born in SA, a passport / a refugee or asylum seeker permit issued in the learner's name OR		YES	NO
d. If the learner of foreign parents was born in SA: A handwritten Birth Certificate (DHA 19 form).		YES	NO
2. Copy of immunization card / Road to Health chart (Primary schools only)		YES	NO
3. Latest official school academic report of the learner		YES	NO
4. Proof of residence (This could be: Rates account / Lease agreement / An affidavit confirming residence)		YES	NO
OR: If no supporting documents are available / documents are missing:			
1. Affidavit from SAPS: NO Supporting documents available or missing (See WCED example of an affidavit – Annexure C)		YES	NO
Checked by (Name and surname): _____ Date: _____			
Checked and signed by: _____			