



# வடக்கு கம்மிங் தமிழ்ப் பள்ளி North Cumming Tamil School

A NON-PROFIT 501(C)(3) TAX EXEMPT ORGANIZATION

## Transfer procedure

### Transferring a student

The families relocate. Our affiliated schools model allows us to accommodate the transfers as smoothly as possible. We would like the new school to welcome the parents and accommodate the students.

Here is the procedure for transferring a student to a new school.

#### Parent:

Please open a transfer ticket at our help desk @ <https://help.catamilacademy.org/> from your registered email ID.

The ITA team will notify the new school and former school about the transfer request.

#### Current school Principal:

- ITA requires that the log records in the former school are completely updated before transferring the student. After checking the logbooks are updated, please inform ITA.

#### New School Principal:

While the transfer process is taking place, please accept the students and place them in the same grade as the former school grade. Parents should not register in the new school again.

Once the log records are updated, the ITA Web team will transfer the student records to the new school.