

Transfer Certificate Process



New Transfer Certificate Process

A new step has been introduced to the Transfer Certificate request process, which allows parents the opportunity to meet with either the Principal or a member of Corporate Office to give feedback.

Parents now have the option to select:-

- I will complete online form only
- I would like to meet the Principal
- I would like to meet Corp Office

Step by Step (Parent)

Parent requests with the Registrar to withdraw child from school

Parent advised to follow steps:-

1. Sign into GLG with username & password

2. Go to OASIS

The screenshot shows the OASIS parent portal. The browser address bar displays 'https://mysite.gem...'. The user is logged in as 'Tracy Sanson'. The navigation menu includes 'My Home', 'GLG Home', 'OASIS' (circled in red), and 'My Profile'. The main content area is titled 'School : GEMS JUMEIRAH PRIMARY SCHOOL - DUBAI - Parent' and features sections for 'Parent News' and 'Education News'. The 'Parent News' section includes articles about Tech Connections, Grandparents Day, and a book by Jung Chang. The 'Education News' section includes articles about early childhood education, an employee handbook, and GEMS Education's iTunesU presence. A sidebar on the left contains links for 'View My Site Content', 'My Profile', and 'My Work'. The Windows taskbar at the bottom shows the time as 3:48 PM on 10/27/2014.

3. Go to Request

The screenshot shows the GEMS Education OASIS parent portal. The browser address bar displays 'https://oasis.gemse...'. The user is logged in as 'Tracy Sanson'. The navigation menu includes 'Home', 'Fees', 'Curriculum', 'Child's Profile', 'Update Information', 'Requests' (circled in red), and 'Extra School Provision'. The main content area is titled 'Ellie Mae Sanson' and features a 'Child's Basic Information' section with a yellow background. Below this is a table of user information for 'Ellie Mae Sanson'. The table includes fields for Student Id, Grade, Section, GLG Login Id, Teacher Incharge, Primary Contact, and Preferred Contact. A sidebar on the right contains links for 'Academic Reports', 'Fee Payment', 'Parent Details', 'Re-Enrolment', 'Refer a Friend', and 'VGF Donations'. The Windows taskbar at the bottom shows the time as 1:00 PM on 10/27/2014.

Field	Value
Student Id	12500300967712
Grade	Y05
Section	C
GLG Login Id	Ellie_S_JPS
Teacher Incharge	NATALIE KAYE-ASPINALL
Primary Contact	Mother
Preferred Contact	Mobile

Step by Step (Parent)

4. Click on T/C Request to start the process

The screenshot shows the GEMS Education website interface. The user is logged in as Tracy Sanson. The navigation menu includes Home, Fees, Curriculum, Child's Profile, Update Information, Requests, and Extra School Provision. The 'Requests' tab is active. The main content area is titled 'Refer to GEMS' and contains a yellow instruction box, a 'View Referrals' button, and a form for entering parent details. The left sidebar has a list of links: Alerts for Ellie, LEAVE REQUEST/LETTER, TC REQUEST (circled in red), RE-ENROLMENT, REFER A FRIEND, and OTHER REQUESTS. The bottom of the page shows the Windows taskbar with the time 1:01 PM on 10/27/2014.

5.

The screenshot shows the GEMS Education website interface. The user is logged in as Tracy Sanson. The navigation menu is the same as in the previous screenshot. The main content area is titled 'TC Request' and contains a blue button labeled 'Click here to apply for TC' which is circled in red. The left sidebar has the same list of links as in the previous screenshot. The bottom of the page shows the Windows taskbar with the time 1:02 PM on 10/27/2014.

Step by Step (Parent)

6.

TC Request

Student Info

Passport Name	ABEER KHALID ANWAR	Grade & Section	01 M		
Name of Father	KHALID ANWAR	Primary Contact Mob.No	971-55-9971677	Primary Contact Email ID	khalid.anwar@emirates.com

Details

Please choose one of the following options*

For Exit Interview I will only complete the online form

I would like a meeting with the Principal to complete the exit interview

I would like a meeting with a member of Corporate office customer care team to complete the exit interview

Last Date of Attendance* 30/Oct/2014 (dd/mmm/yyyy)

Name of the school to be transferred to Emirates International (If you choose other, please specify the school)

School located in* UAE

Transferring To* A school in a different emirate

Reason For Transfer / Withdrawal*

- Relocating/Leaving the area
- Curriculum needs for my child
- I have a special needs child; no program
- Our concerns/complaints were not addressed

(If you choose other, please specify)

We appreciate your feedback. Please let us know if you have anything you wish to comment on*

test

STUDENT EXIT INTERVIEW

Dear Parent,

As your child/ren prepares to leave the school we would value your honest feedback in order for us to continue to meeting your expectations. Please take a few minutes to fill out the short questionnaire below.

Thank you

Asma Gilani
Principal

Feedback

Please rate the following :-

- School met academic needs of your child/ren
 Strongly agree Agree Disagree Strongly Disagree NA
- School leadership is competent and approachable
 Strongly agree Agree Disagree Strongly Disagree NA
- School has adequate facilities and resources for its educational purpose
 Strongly agree Agree Disagree Strongly Disagree NA
- School fees are appropriate for education and services provided
 Strongly agree Agree Disagree Strongly Disagree NA
- I am satisfied with the experience my child/ren had at the school
 Strongly agree Agree Disagree Strongly Disagree NA
- I would recommend the school to other parents
 Strongly agree Agree Disagree Strongly Disagree NA

Save **Close**

7. After clicking the submit button, confirmation will be shown in the screen

Thank you for your time and valued feedback.

Feedback