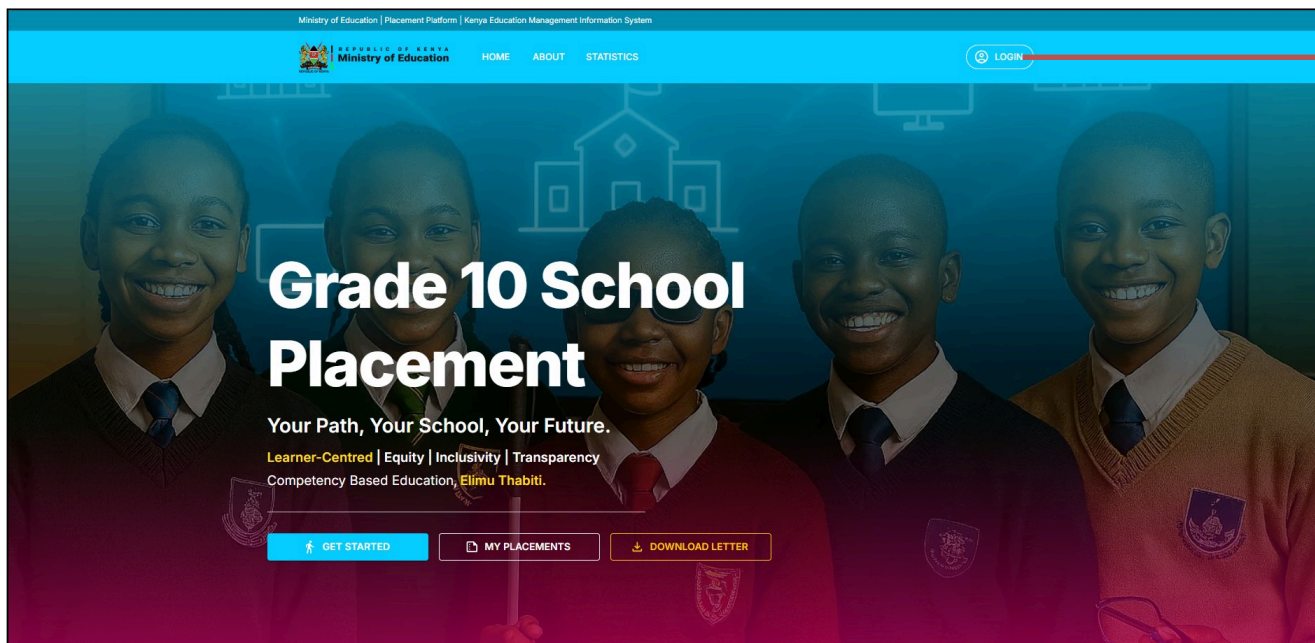




MINISTRY OF EDUCATION

SENIOR SCHOOL PLACEMENT REQUESTS GUIDE

STEP 1



Access the landing Page through <https://placement.education.go.ke> and click **LOGIN**

STEP 2

Type the
Username
and
Password
and
click **SIGN IN**

Input the usual **Username** and **Password** to gain access to the Placement Portal



SENIOR SCHOOL PLACEMENT REQUESTS GUIDE

STEP 3

Enter the
**Verification
Code**
Displayed on the
Screen
and
Click **Sign In**

REPUBLIC OF KENYA
Ministry of Education
SENIOR SCHOOL PLACEMENT PLATFORM

Welcome Back!

Let's Get You Started

32746

SIGN IN

Don't have an account?

STEP 4

REPUBLIC OF KENYA
Ministry of Education
SENIOR SCHOOL PLACEMENT PLATFORM

General

Dashboard

My Learners

Admissions

Request Transfer

SENIOR SCHOOL TRANSFER REQUESTS

VIEW AND MANAGE YOUR TRANSFER REQUESTS

Transfer request created successfully

New Transfer Request

Learner Name	Assessment No.	Reason	Status
ORBA J		Distance	Pending
AYUEN		Distance	Declined
SHANIC		Health	Approved

Rows per page: 20 1-3 of 3

Click on **Request Transfer**. A list of all Requested Transfers Shall be displayed.

To **Create** a New Walk In Transfer request, Click On **New Transfer Request**.



SENIOR SCHOOL PLACEMENT REQUESTS GUIDE

STEP 5

The screenshot shows the 'SENIOR SCHOOL TRANSFER REQUESTS' interface. A 'Create Transfer Request' dialog box is open, prompting the user to 'Enter the details for the new transfer request.' The dialog box contains three input fields: 'Assessment Number', 'Admission Key', and 'Reason'. The 'Reason' field is currently empty. The background interface shows a table with columns 'Learner Name', 'Assessment No.', 'Reason', and 'Status'. The table has two rows: 'AYUE' and 'SHAN'. A 'New Transfer Request' button is visible in the top right corner.



A dialogue box shall Pop up. Fill the form with the Neccesary Information as shown below.

STEP 6

The screenshot shows the 'SENIOR SCHOOL TRANSFER REQUESTS' interface. The 'Create Transfer Request' dialog box is open, and the user has filled in the following information: 'Assessment Number' is 'AI', 'Admission Key' is 'YM', and 'Reason' is 'Distance'. The 'SUBMIT' button is highlighted in blue. The background interface shows the same table as in Step 5, but the 'Reason' column now contains 'Distance' for the 'SHAN' learner. A red arrow points from the 'SUBMIT' button to the instruction box below.

Type the **Assessment Number**, **Admission Key**, and **Reason** for the Request, then click on **SUBMIT**



SENIOR SCHOOL PLACEMENT REQUESTS GUIDE

STEP 7



General

Dashboard

My Learners

Admissions

Request Transfer

AF

Transfer request created successfully

SENIOR SCHOOL TRANSFER REQUESTS

VIEW AND MANAGE YOUR TRANSFER REQUESTS

New Transfer Request

Learner Name	Assessment No.	Reason	Status
ORE	64	Distance	Pending
AYL	30	Distance	Declined
SHI	60	Health	Approved

Rows per page: 20 1-3 of 3

- Once the Request has been submitted, the learner shall be added to the list of others who have also requested to be transferred to this Senior School.
- Status of these requests Shall change from Time To Time Based on the Actions of Ministry officials who are to act on them just like they do to those Initiated at the Junior Schools.

APPROVAL

STEP 8



General

Home

Transfer Requests

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Profile

Regional Supervisor Placement Transfer Requests

Manage C1 school transfer requests

Search by assessment no, student name, institution name, subcounty...

Status: All Status

Page 1 of 0 (0 total records)

Assessment No.	Student Name	Target School	Origin	Reason	Status	Actions
A0011	UKA	CHEMURGE MIXED DAY SECONDARY SCHOOL (Kericho-BELGUT)		Distance	Pending	APPROVE DECLINE
A000	HIENG	CHEMURGE MIXED DAY SECONDARY SCHOOL (Kericho-BELGUT)		Distance	Pending	APPROVE DECLINE
A0001	OWAKA	BAHATI GIRLS		distance	Pending	APPROVE DECLINE
A000	IMO	AIC LITEIN SEC		Distance	Pending	APPROVE DECLINE
A0012	O	BAHATI GIRLS		Distance	Pending	APPROVE DECLINE
A0006	H	CHEMURGE MIXED DAY SECONDARY SCHOOL (Kericho-BELGUT)	Senior School	Health	Pending	APPROVE DECLINE
A0011	O	CHEMURGE MIXED DAY SECONDARY SCHOOL (Kericho-BELGUT)	Senior School	Health	Pending	APPROVE DECLINE

On approval, a column for **Origin** of these requests have been added however, it does not affect the approval process at any level.

Thank You