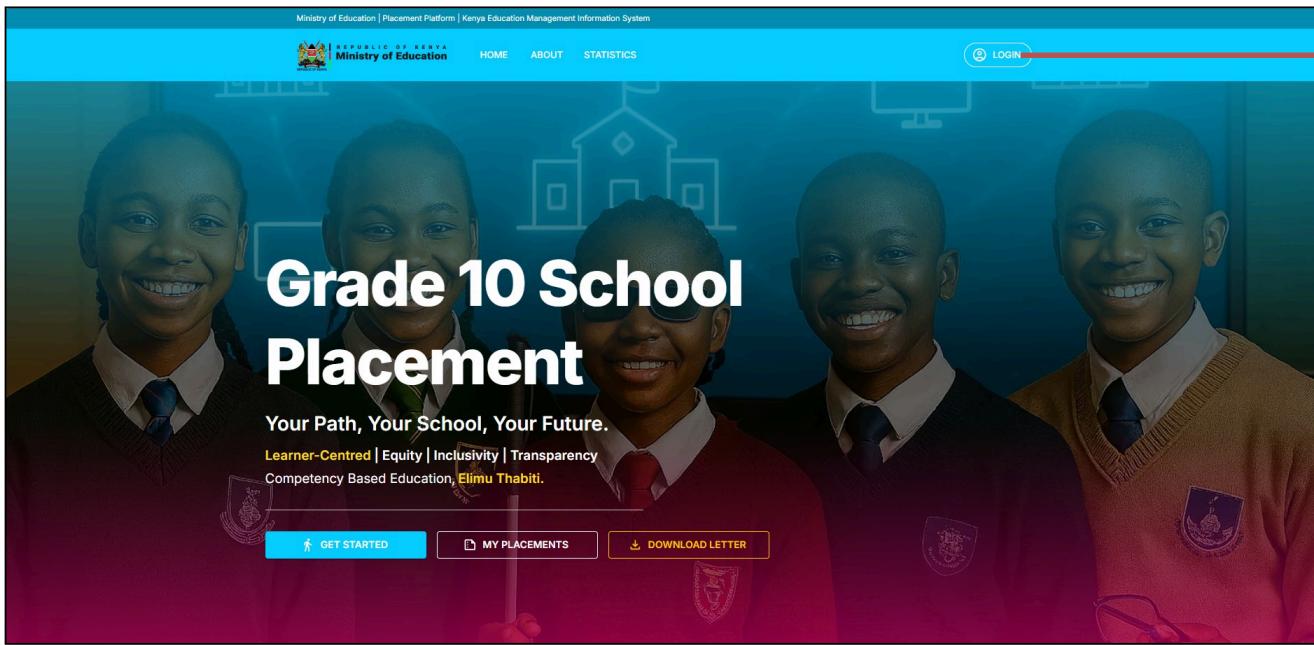


### STEP 1



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

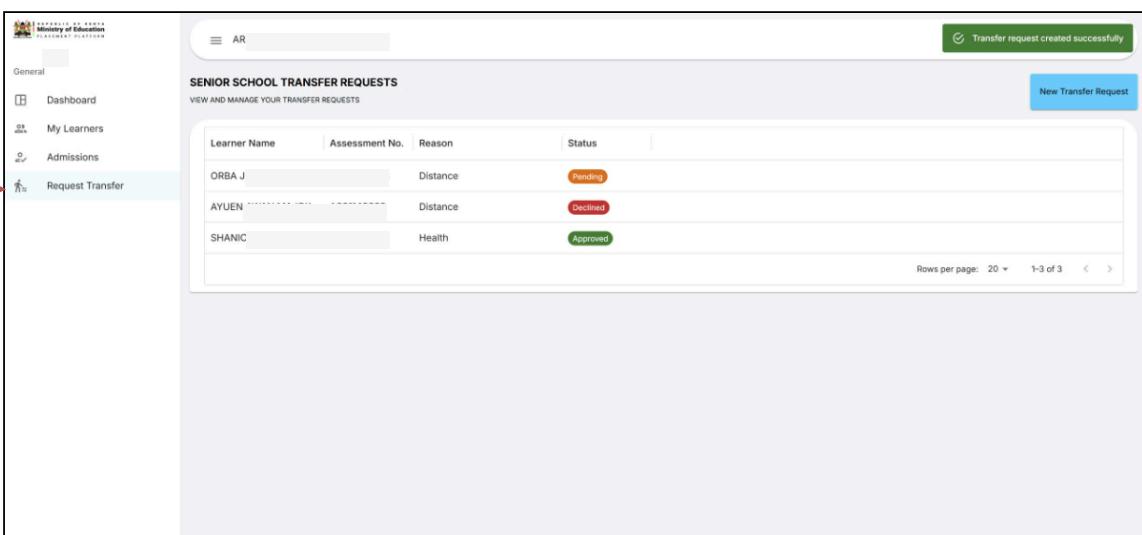
## SENIOR SCHOOL PLACEMENT REQUESTS GUIDE

### STEP 3

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



### STEP 4

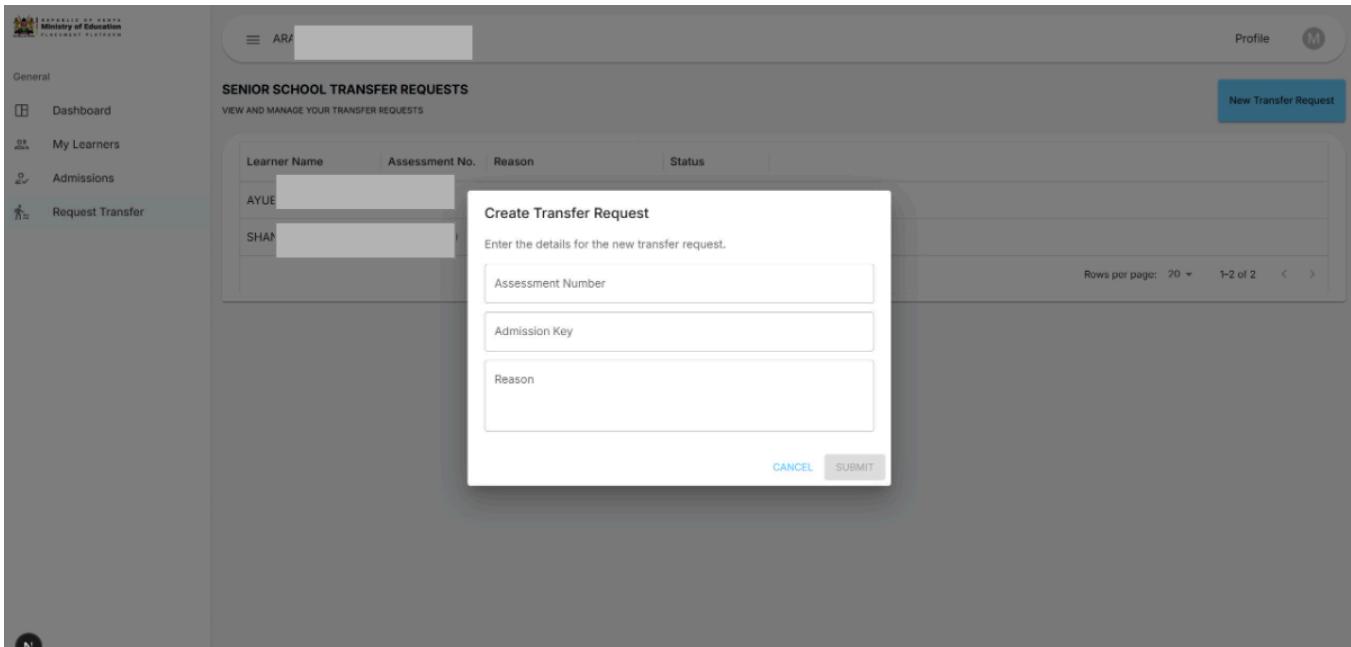


Click on **Request Transfer**. A list of all Requested Transfers Shall be displayed.

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

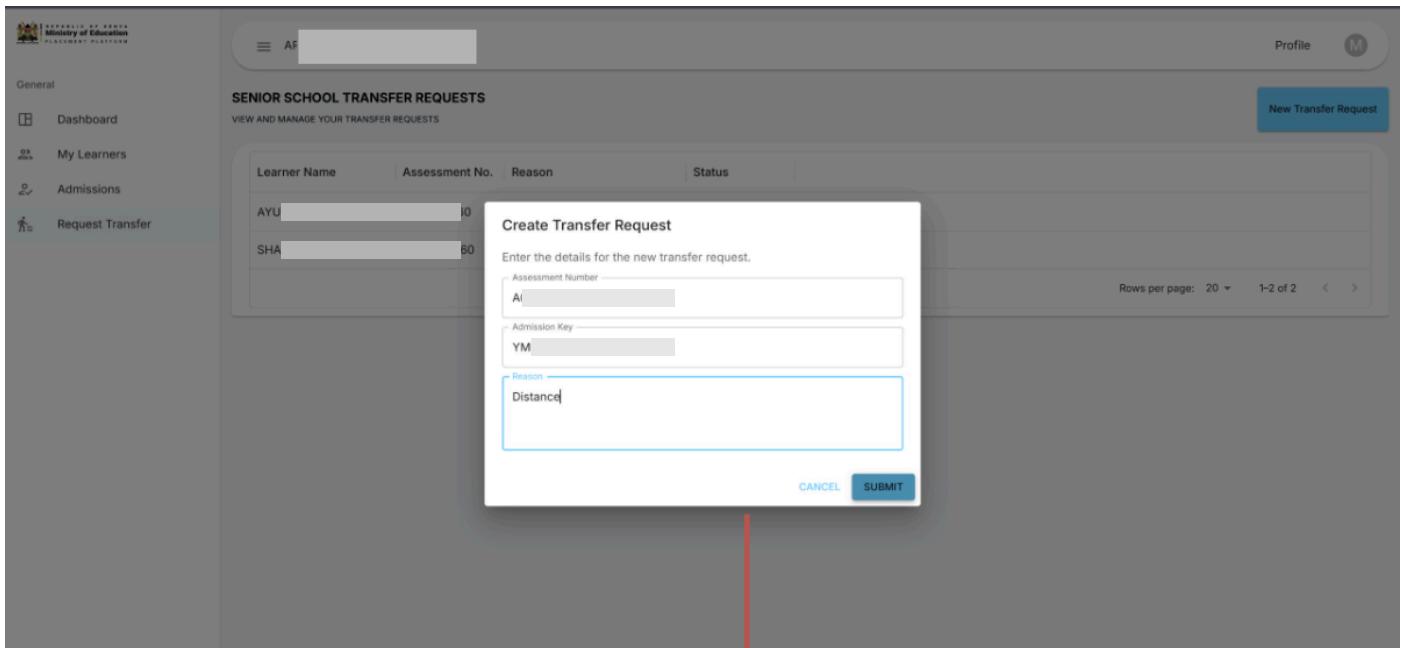
## SENIOR SCHOOL PLACEMENT REQUESTS GUIDE

### STEP 5



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

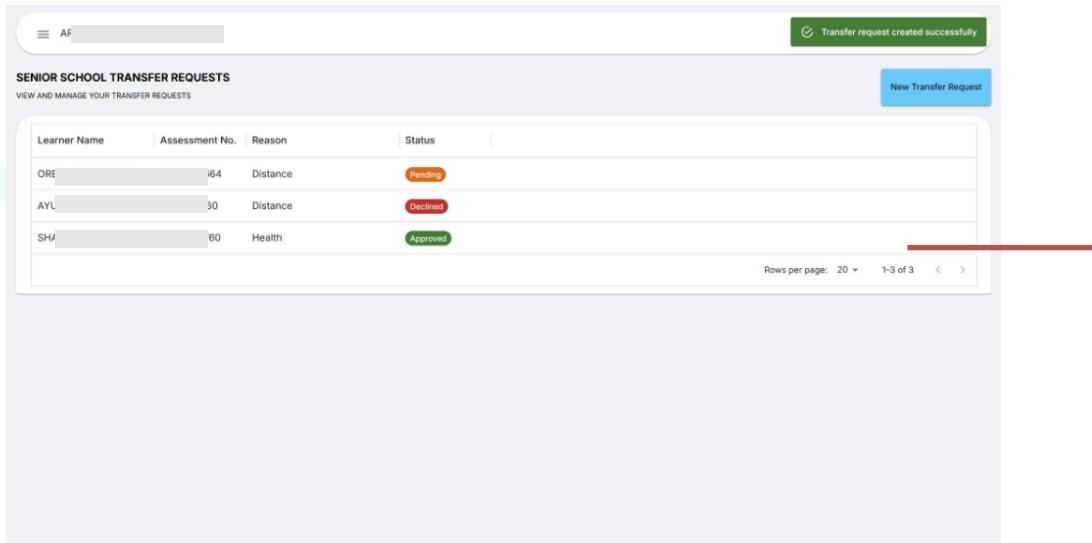
### STEP 6



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

## SENIOR SCHOOL PLACEMENT REQUESTS GUIDE

### STEP 7

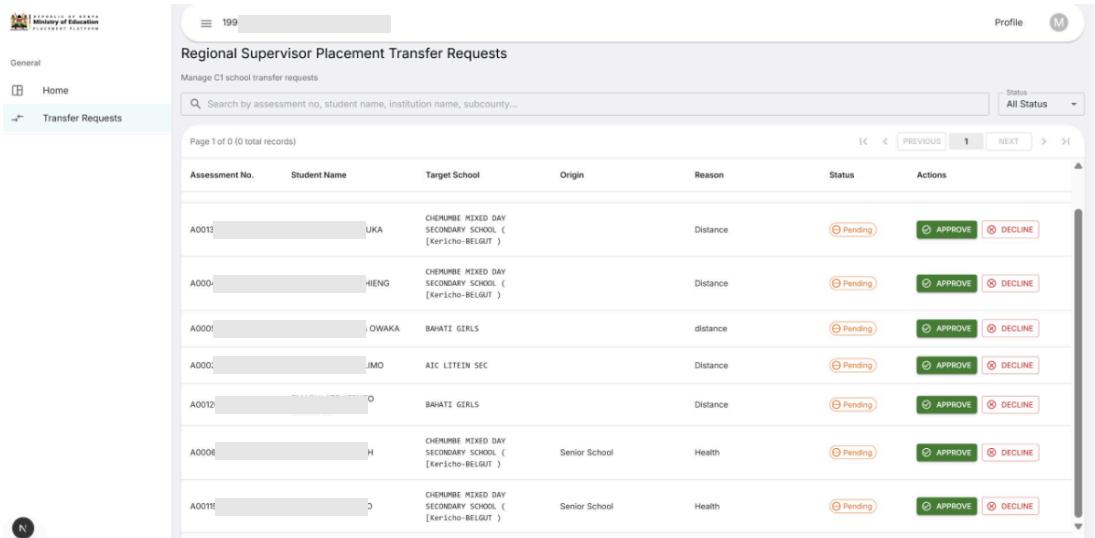


Learner Name	Assessment No.	Reason	Status
ORE	164	Distance	Pending
AYL	30	Distance	Declined
SHU	60	Health	Approved

- 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



Assessment No.	Student Name	Target School	Origin	Reason	Status	Actions
A0015	UKA	CHERUBIM MIXED DAY SECONDARY SCHOOL ( [Kericho-BELGUT ] )		Distance	Pending	<span>APPROVE</span> <span>DECLINE</span>
A0001	HIENG	CHERUBIM MIXED DAY SECONDARY SCHOOL ( [Kericho-BELGUT ] )		Distance	Pending	<span>APPROVE</span> <span>DECLINE</span>
A0001	OWAKA	BAYATI GIRLS		distance	Pending	<span>APPROVE</span> <span>DECLINE</span>
A0001	JMO	AIC LITEEN SEC		Distance	Pending	<span>APPROVE</span> <span>DECLINE</span>
A0012	O	BAHATI GIRLS		Distance	Pending	<span>APPROVE</span> <span>DECLINE</span>
A0006	H	CHERUBIM MIXED DAY SECONDARY SCHOOL ( [Kericho-BELGUT ] )	Senior School	Health	Pending	<span>APPROVE</span> <span>DECLINE</span>
A0016	O	CHERUBIM MIXED DAY SECONDARY SCHOOL ( [Kericho-BELGUT ] )	Senior School	Health	Pending	<span>APPROVE</span> <span>DECLINE</span>

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**