





1	Check eligibility of student	■ Citizenship Status	Singapore Citizen or Permanent Resident
		■ Level of Application	Primary 1 – 5 in academic year 2018
		■ Period of Address Change	1 Jan 2017 – 31 Dec 2018

2	Submit application	 On the internet Steps: 1. Visit the STEPS-IS webpage at https://www.moe.gov.sg/admissions/steps/ 2. Click on Parent Registration (Internet) Or  At current primary school	Registration period 16 – 20 Nov 2018 10 am – 11.59 pm 24 hours daily
		Documents required: ■ Child's Birth Certificate ■ Both parents' original NRICs with the updated residential address	19 – 21 Nov 2018 8 am to 5 pm

3	Amend or withdraw application	You may make changes to your application by logging into the STEPS-IS webpage.	Note: ⚠ You may only amend once. ⚠ Withdrawn applications can only be resubmitted through schools.
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4	Check outcomes	Outcomes will be available via the following:	Results release date
		 Short Messaging Service (SMS)  View at STEPS-IS webpage (available from 11 to 17 Dec 2018)	

5	Complete transfer	Students who are successful in the exercise must report to their current school with their report book and then to their posted school on the dates shown.	Report to: Current school 12 Dec 2018 Posted school 14 Dec 2018
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