

APPLICATION FOR SCHOOL LEAVING CERTIFICATE

Sir/Madam,

1. Please issue transfer certificate in respect of my ward as per details given below:-

- (a) Admission No. _____ Year of admission _____ DOB _____
- (b) Name _____ Aadhar No. _____
- (c) Mother's Name _____
- (d) Father's name _____ Rank _____
- (e) Whether SC/ST/OBC _____ (caste)
- (f) Class Passed _____ Class-Sec Studying _____ (Sig of Teacher) _____
- (g) Fee paid up to _____
- (h) Total Nos of school days upto the date _____ (For class teacher)
- (j) Total Nos of school days pupil attended _____ (For Class Teacher)
- (k) Last date of presence/Struck off from the attendance Register _____ (for class teacher)
- (l) Any fee concession _____
- (m) Whether failed, if so once/twice in the same class _____ (for class teacher)
- (n) Subjects studied _____
- (k) Reason for leaving the school _____

CLEARANCE CERTIFICATE

- (a) Class teacher (Full Name) _____
- (b) Fee clerk _____
- (c) Librarian _____
- (d) I/C Sports _____ Achievement Level (National/State/Distt.)
Games _____
- (e) I/C NCC _____ (Whether NCC cadet Yes/No please)
- (f) ICs Labs _____ / _____ / _____ / _____ (for CI XI & XII)
(Physics) (Chemistry) (Biology) (Computer)

2. Security money deposited at the time of admission be refund (Rs _____)

- (a) Bank Account No. _____ (b) IFSC Code. _____
- (c) Bank Name _____
- (d) Name of Account Holder (Father/Mother) _____
(Attach photocopy of the Passbook)

3. Mobile No. _____

4. Email Id. _____

Thanking you.

Yours faithfully,

Date: _____

(Signature of parents)

Note: - TC will be issued after ten clear days from the date of submission of application & report card.

TC No. _____ Date _____

Principal