

**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 \_\_\_\_\_
- (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 \_\_\_\_\_
- (o) 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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Science) (Atl) (Compute  
r)
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