J. A. INTERNATIONAL SCHOOL

APPLICATION FOR TRANSFER CERTIFICATE

1. Name of the student (in capital letters):

2. Class: _____, Section: _____, Roll No.: _____, Admission No.: _____

3. Reason for leaving school: _____

4. Subjects studied: (i)_____, (ii)_____, (iii)_____

   (iv)_____, (v)_____, (vi)_____

Full signature of Parents / Guardians Date: _____

NO DUE CERTIFICATES

Fee Counter: _____, Library: _____, Sports: _____

Phy Lab.: _____, Chem Lab.: _____, Bio Lab.: _____, Maths Lab.: _____

REPORT OF THE CLASS TEACHER

No. of working days: _____ no. of days present: _____ general conduct: _____

Promoted to/Detained/Studying in class: _____, Participated in Sports/Extra co-curricular activities:

_____.

Full signature of Class teacher I/C ERP I/C Website

FOR OFFICE USE ONLY

Transfer Certificate no.: _____ Issued on: _____

PRINCIPAL

Notes: 1. Parents/Guardians should attach a photocopy of recent mark sheet.

2. The T.C. will be issued after clearance of all the fees and dues.

3. The T.C. will be issued after 10 days of application.

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RECIEPT OF TRANSFER CERTIFICATE

Full name and signature of TC receiver: _____ Date: _____