

SAI SPURTHI DAV SCHOOL , B: GANGARAM

APPLICATION FOR TRANSFER CERTIFICATE

Date: __/__/____,
SATHUPALLY .

To ,
THE PRINCIPAL,
SAI SPURTHI DAV SCHOOL,
B:GANGARAM , SATHUPALLY.

Respected Sir/Madam ,

SUB: Transfer / Shifting of family –Issue of T.C –Req.-Reg.,

With reference to the above cited subject , I Mr./Mrs. _____ wish to state that we had been transferred/shifted our family from _____ and henceforth request you to issue T.C along with other certificates and clearance of our ward Master/Kumari _____ studying Class/Sec. _____ during the years (20 -20) in your esteemed School. I understand that I shall receive all the said documents within 3 days after submission of this letter. Thanking you,

OFFICE

PARENT/ GUARDIAN

PRINCIPAL

CLEARANCE CERTIFICATE

- | | | | |
|----------------|--------------------------|-----------------|--------------------------|
| 1) OFFICE | <input type="checkbox"/> | 5) SCIENCE LAB | <input type="checkbox"/> |
| 2) EXAM BRANCH | <input type="checkbox"/> | 6) COMPUTER LAB | <input type="checkbox"/> |
| 3) CCA | <input type="checkbox"/> | 7) LANGUAGE LAB | <input type="checkbox"/> |
| 4) LIBRARY | <input type="checkbox"/> | 8) SPORTS | <input type="checkbox"/> |

NOTE : Concerned department heads should check thoroughly put tick mark ,write their name and signature on its right .

ACKNOWLEDGEMENT

The following certificates are received by me on the date _____

- 1) Transfer certificate
- 2) Study and conduct certificate
- 3) Report Card
- 4) Co-Scholastic Certificates
- 5) Any other _____

Parent Signature

I submit that I personally verified all the details of our ward including caste, religion ,DOB etc., entered in the transfer certificate and found them to be correct to the best of my knowledge.