



Performa for Transfer Certificate Request

1. Name of the Student: _____ Admission Number: _____

2. Father's Name: _____

3. Mother's Name: _____

4. Date of Birth: _____

(As per school records)

5. Class/Grade in which the student is studying: _____

6. Date of Admission: _____

7. Date of Leaving: _____

8. Reason for Leaving: _____

(e.g., Relocation, Change of School, Family Circumstances, etc.)

9. Name and Address of the New School (if applicable):

(Include phone number, if possible)

10. Mode of Transport: _____

Instructions for Students:

1. Complete the above form with correct information.
2. Ensure all dues (fees, library books, etc.) are cleared before submission.
3. Submit the form to the school office along with student I-Card

For office use only

11. Library dues cleared:

- Yes
- No

Signature Librarian:

12. Fee & Transport dues cleared:

- Yes
- No

Signature Accounts:

13. Attendance from the Class Teacher:

14. Achievements if any:

Signatures Supervisory Head:

14. I- Card Returned :

- Yes
- No

Signatures Admin office:

Principal Signature: