DELHI PUBLIC SCHOOL SURAT

DATE:

APPLICATION NO.

APPLICATION FOR TRANSFER CERTIFICATE / SCHOOL LEAVING CERTIFICATE

STUDENT'S PARTICULARS

Name _____

Class & Sec _____ Roll No. _____ Admission No. _____

Mother's/Father's/Guardian's Name : _____

Address _____

_____

_____

Tel: _____

REASON FOR APPLICATION

_____

_____

Note: Original Transfer Certificate can be collected from the school campus only after handing over both the student and parent identity cards.

_____   _____
Signature of Father   **Signature of Mother**

FOR OFFICE USE ONLY

1. T.C. Application Received by :_____ Date _____

2.Action Taken Report vis-à-vis T.C. /S.L.C / N.O.C / Marksheet etc.

Academic Department (To be filled by Class Teacher)			
Total No. of Working days:_____		No.of Days Present:_____	
Student Conduct (To be ticked by the Class Teacher): Upto School's expectation / Not upto School's expectation			
Name of the Class Teacher:		Sign of Class Teacher:	
Signature of the Level Head:			
No Dues	**Name**	**Remarks**	**Initial**
1. Library			
2. Sci. Lab /Evs.Lab			
3. Sports			
4. Arts			
5. Music			
6. Computer			
7.Student& Parent Icards			
8. Breakages/Any Other			
Accounts Department			
9. Last Fee paid (Month & Year):			
10.Date on which ECS Entry is deleted:			
11. Security Deposit refunded on _____ vide Cheque No._____ dated_____			
drawn on _____ Surat.			
12. Accounts Department Clearance:		Clearance done by:	
13. Principal's Approval and Signature:			
Date of Issuing TC:		T.C. Number:	
T.C. Received Signature & Date:			