

Request for Transfer Certificate

To

The Principal

New Delhi Private School

Sharjah.

Dear Ma'am,

I, _____, parent of _____,

Admission No. _____ of Grade _____, wish to inform you that I have to withdraw my

ward from school w.e.f. _____ due to the below mentioned reason:

Thanking you,

Yours faithfully

_____(Parent's Signature)

Name of the parent: _____

Contact No.: _____

Principal's Remarks : _____

Principal's Signature: _____

Date: _____



New Delhi Private School

P.O.Box-26253, Sharjah, U.A.E

Application form for Transfer Certificate (T.C)

Date of the Application :

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(dd/mm/yyyy)

1. Student Details :

Name of the student :	Gender (Male/Female) :
Admission no. : N	Date of birth :
Class & Section :	2 nd language studying : (Hindi/French) (For grade 3 -5)

2. Leaving Details

Reason of leaving school :	Place of moving :
Name of the school joining : Curriculum joining :	Emirate : (In case of within UAE)

3. Clearance

Last date of attendance :	
Name of the class teacher :	Signature
Name of the Supervisor :	Signature
Name of the librarian : Y / N All library books returned	Signature
Transport Supervisor Name : Bus number :	Signature
Accounts dues cleared till : / (mm/yy) Receipt number :	Signature
ICT Head : (To be marked on last date of attendance)	Signature

Please note:

1. The attested TC can be collected after 10 working days of the last date of attendance.
2. Year End TC will be issued by third week of April.

Name of the Parent/Guardian : _____ Contact no. _____

Signature of the Parent/Guardian : _____

(FOR OFFICE USE ONLY)

SPEA Number :	TC marked in CSMS :
Date of joining NDPS :	TC marked in SPEA :
Grade joined :	TC sent to SPEA :
Date of receiving TC form :	TC received from SPEA :