



HASDEO PUBLIC SCHOOL - CHAMPA

Application for Issue of Transfer Certificate / School Leaving Certificate:

Transfer Certificate

School Leaving Certificate

Student's Particulars:

1. Name :
2. Date of Birth :
3. Class : Section : Admission No.
4. Date of Admission : Admission taken in the class :
5. Mother's Name :
6. Father's Name :
7. Present Address :
.....
8. Category (if any) : 1. SC 2. ST 3. OBC 4. Other
9. Contact No. :
10. Fees paid till the month of :
11. Subjects Chosen : 1. 2. 3.
(For the Classes IX-XII) 4. 5. 6.
12. Achievement in Co-scholastic/other Co-Curricular activities/ Sports & Game activities :
..... (Enclosed the photo-copies of the certificates)
13. Reason for Application :
14. Please adjust any fee/fine that stands in my ward's name against the security deposit. Balance, if any, may be refunded to me through Cheque/D.D. through self-addressed envelope attached.
Name in whose favour cheque is to be made : (in BLOCK letter)
Rs. 100/- towards issue of T.C/SLC

Signature of the Parent :

Date of Application :

Note : Enclosed the photo-copies of the Report Card.

For Office Use only

Action taken report vis-a-vis T.C. No. (if required.)

Last Date of Attendance : Total No. of Working Days: Present Days :
.....

Present Class/Section : Promoted/Detained (Class/Section):

Section	Name	Remark	Signature
a. Class teacher
b. Library Dues
c. Science Lab. Dues
d. Accounts
e. Misc. Dues

T.C./ S.L.C. may be issued T.C./ S.L.C. may not be issued Date:

Authorised Signatory

PRINCIPAL