

SPRINGFIELDS
Sector - 10, New Moradabad
Delhi Road, Moradabad

APPLICATION FOR THE ISSUE OF TRANSFER CERTIFICATE

Date :

1. Student's Name :

2. Class : Section : S.R. No. :

3. Father's/Guardian's Name :

4. Address :
.....
.....

5. Year of Admission :

6. Class in which admitted :

7. Reason for Withdrawal :

.....
Signature of Student

.....
Signature of Parent/Guardian

FOR SCHOOL USE

1. Whether all dues have been paid : YES / NO Office-in-Charge

2. Whether student's name has been struck-off from A.W.R. : YES / NO Office-in-Charge

3. Whether all library books have been returned : YES / NO Librarian

4. Whether all school-related goods have been returned : YES / NO Class-Teacher

5. Whether all damages have been compensated for : YES / NO Class-Teacher

6. Student's Conduct : **EXCELLENT / VERY GOOD / GOOD / FAIR / AVERAGE / POOR**

The Transfer Certificate may be issued : (Principal's Signature)

Dated :

Transfer Certificate No. issued on (.....)

Made by : Checked by : Signed by :
(Signature) (Signature)

Dated :