



INDIAN SCHOOL SOHAR

APPLICATION FOR TRANSFER CERTIFICATE

(A) TO BE FILLED BY THE PARENTS

- 1) Name of the Student - _____
- 2) Class & Sec - _____ GR. No - _____
- 3) Mother's Name- _____
- 4) Father's / Guardian's Name - _____
- 5) Email address - _____
- 6) Contact number - _____
- 7) Fees paid up to month - _____
- 8) Caution money (if paid) receipt no & date (original receipt to attach) _____
(Caution money deposit applicable for admission taken in academic session 2023-24 & beyond)
- 9) Reason for leaving school - _____
- 10) Last date of attendance - _____
- 11) Signature of the parent - _____ Date - _____

Note –: Parents are requested to download the Report Card from the ERP as student's account will be deactivated after Transfer Certificate is generated.

(B) FOR OFFICE USE ONLY

- 1) Name & signature of the class teacher- _____
- 2) Subjects studied – 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____
- 3) Total no of working days- _____
- 4) Total no of days student present in the school- _____
- 5) Last date of attendance - _____
- 6) Details of library dues - _____ Signature of librarian - _____
- 7) Details of Lab dues Physics- _____ Signature of teacher in charge- _____
- 8) Details of Lab dues Chemistry - _____ Signature of teacher in charge- _____
- 9) Details of Lab dues Biology- _____ Signature of teacher in charge- _____
- 10) Details of fees due- _____ Signature of accountant - _____
- 11) Caution money deposit refund document no/ date _____

Signature of Principal- _____