

SPECIMEN FORM

Application for Transfer Certificate

To,
The Principal
St. Aloysius School Gaur
Jabalpur, MP

Subject: Application for Transfer Certificate

Dear Father,

Please furnish me with the Transfer Certificate of my son / daughter. The necessary particulars are given below:

1. Name of the Pupil_____
2. Father's/Guardian's Name_____
3. Nationality_____
4. Whether the candidate belongs to Scheduled Caste/Scheduled Tribe/OBC_____
5. Class in which the pupil last studied (In figures)_____
- (In words)_____
6. Date of Leaving school_____
7. Whether failed, if so once/twice in the same class_____
8. Subjects studied: 1. _____ 2. _____
 3. _____ 4. _____
 5. _____ 6. _____
 7. _____ 8. _____
9. Month up to which the (pupil has paid) the school dues or no dues_____
10. Any fee concession availed of: if so, the nature of such concession_____
11. Total no. of working days.
12. Total no. of working days present.
13. All books returned (Y/N).....
14. Whether Boy Scout/Girl Guide (details may be given.
15. Games played or extra-curricular activities in which the pupil usually took part (mention achievement level therein)
16. Date of application for the certificate.....
17. Reasons for leaving the school.....

**Signature of
Class Teacher**

Signature of Accountant/Clerk

Signature of Parent