

• TRANSFER CERTIFICATE SAMPLE

SCHOOL LEAVING CERTIFICATE		
1	Name of the student	:
2	Admission No.	:
3	Date of Application for Certificate	:
4	Sex	:
5	Name of Father / Legal Guardian	:
6	Nationality	:
7	Whether belong to Schedule Caste/Schedule Tribe/OBC	:
8	Date of birth according to Admission Register	:
9	Date of admission to the school	:
10	Class at the time of admission	:
11	Date of leaving the school	:
12	Class at the time of leaving the school	:
13	No. of school days in this class to date	:
14	No. of days attended in this class to date	:
15	Reason for leaving the school	:
16	Whether all dues have been paid to the school	:
17	School fees paid upto	:
18	Any fee concession availed of : if so, the nature of such concession	:
19	General Conduct	:
20	Games played or extra curricular activities usually took part	:
21	Subjects Studied	:
22	School/ Board Annual Examination last taken with result	:
23	Whether qualified for promotion	:
24	CBSE Roll No. / Pre-Registration No.	:
25	CPR NO	:
26	Date of issue of School Leaving Certificate	:

Certified that the above information is as per the records of the school. No changes are to be made except by the Authority issuing the Certificate.

Class Teacher	

Principal

