



MRG SCHOOL

APPLICATION FOR TRANSFER CERTIFICATE

(To be submitted in the School Administration Office along with a hand written application in person by the parent of the student applying for transfer certificate)

This is to request you to kindly issue Transfer Certificate (TC) for my ward _____ studying in _____ class with admission number _____. My ward joined in the session _____ in class _____. I hereby undertake that I shall clear all my dues prior to issuance of TC. His/her last day in the school will be _____.

I would like to share-

Experience with teachers	
Experience with School Administration	
Reason(s) for leaving the School	
Feedback for School improvement	
Additional Remarks	

Yours Sincerely

Mother Name: _____

Mother Signature: _____

Father Name: _____

Father Signature: _____

Date: _____

-----For Office Use only -----

Received the application from _____ parent of _____, a student of class _____.

TC shall be issued:

- By the school only on clearance of all dues.
- After 45 working days from the date of TC Application.

Date: _____

Sign: _____