

Transfer Certificate

Certified that
son/daughter of.....
an inhabitant of
.....in the
district ofleft the school on

The date of his / her birth as recorded in the Admission (Register was
.....

His/her age at the date according to the admission (Register was
..... years months days
He/She was reading in Class.....in stream and
had/had not passed the Annul (Examination for promotion to Class.

All sums due By him/her have been paid viz.:
Fees and Fines upto(date).
Character

REASONS FOR LEAVING :

- (i) Unavoidable change of residence.
- (ii) Ill health (this reasons shall only be given if it is, in the opinion of the Headmaster/Headmistress well founded).
- (iii) Abolition or closure of school.
- (iv) Completion of the school course.
- (v) Option of the guardian.
- (vi) Minor or private reasons (including all reasons other than the foregoing). If failure to secure promotion has been put forward as a reasons or is considered by the Headmaster/Headmistress to be the real reason, the fact should be noted here.

.....
Date

.....
Headmaster/Headmistress

Whether the School is Aided/Unaided, Recognised/Unrecognised,
Managed by Government, District Board or Municipality