

APPLICATION FOR TRANSFER CERTIFICATE

To

The Principal
Sacred Heart CMI Public School
Thevara, Kochi - 682013

Sir

Please issue a Transfer Certificate (TC) for our child. The details are given below:

Admission Number : Class : Division:
Name :
Date of Leaving :
Reason for Leaving :
School to which the student is
intended to move :
Name of the Applicant :
Relation of the Applicant with the Student :
Whether TC is to be counter-signed : Yes / No
Signature of Father : Signature of Mother : Date:

To be used under the guidance of the office

I have received the Transfer Certificate of the above mentioned student.

TC Number: Date on which TC was collected:
TC Register Number: TC Register Page No: TC Register Serial No:
Name of the Person who collected TC:
Relation: Signature: Date:

TC sent for counter-signing by Registered Speed Post on :

Counter-signed TC received on :

Intimated the parent/guardian on: by

Name & Signature of the Office-in-Charge and Date