# Gyan Sarovar

SENIOR SECONDARY SCHOOL · ATRU

Gayatri Nagar, Atru, District Baran, Rajasthan 325218 · Hindi medium · L.K.G. – Class XII

**SCHOOL OFFICE**
MONDAY – SATURDAY
PLEASE CALL AHEAD

## Request for a transfer certificate

Complete this form at the school office, or print it, fill it in and submit it there.

> This is a request form, not a transfer certificate. The school office will check the student's records and tell you when the certificate can be collected. Please allow time for verification, and bring a photo identity when you collect it.

### Student details

STUDENT'S FULL NAME

CLASS AND SECTION

ADMISSION OR SCHOLAR NUMBER

DATE OF BIRTH

PARENT OR GUARDIAN'S NAME

PHONE NUMBER

RESIDENTIAL ADDRESS

LAST DAY OF ATTENDANCE

DATE OF REQUEST

REASON FOR LEAVING

### Declaration

I request the school to issue a transfer certificate for my child. I confirm that the details given above are correct, and that school dues have been settled or will be settled at the office before the certificate is collected.

SIGNATURE OF PARENT OR GUARDIAN

DATE

### For office use only

REQUEST RECEIVED ON

RECORDS VERIFIED BY

TRANSFER CERTIFICATE NUMBER

DATE ISSUED

OFFICE SIGNATURE