



MRG SCHOOL

APPLICATION FOR TRANSFER CERTIFICATE

(To be submitted along with hand written application)

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

I would like to share-

Experience with teachers	
Experience with School authorities	
Reason for leaving the School	
Feedback for the School	
Additional Remarks	

Attachment: ID Cards

Yours Sincerely

Parent Name: _____

Date: _____

Parent Signature: _____

-----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 on which the student last attends the School.

Date: _____

Sign: _____