

INTERNATIONAL INDIAN SCHOOL-DAMMAM
APPLICATION FOR TRANSFER CERTIFICATE (T.C)

(To be submitted 7 days in advance)

Applicant's Name: _____

Address: _____

Tel. No. Office: _____ Mob: _____

Sir,

Please issue Transfer Certificate for my daughter/son.

S.No.	Name	Admn. No.	Class & Divi	Bus route (if applicable)
1				

My child will be attending class up to _____(Date). TC will be issued after 7 working days from the date of application or the child has stopped attending the class whichever is later. If the child is attending the final exam then TC will be issued **after 7 working days** from the result date.

Please give details of other children attending the school on date.

S. No.	Name	Admin No.	Class & Divi	Bus route
2				
3				
4				

Date: _____

(Parent's signature)

Please get clearance from the Account Section before submitting the application.

FOR OFFICE USE ONLY

Fee paid up to the month of _____ and to pay for _____

Signature (Account Section)

Laboratory dues cleared

Signature (Lab-In Charge)

Library dues cleared

Signature (Librarian)

TEACHER'S REPORT

Last date attended _____ The child attended _____ days out of _____ school working days.

Promoted to class _____

Subjects Studied _____

Extra Curricular activities _____

Noted the date of leaving and the name is deleted from the class register

Class & Section: _____ Teacher's name & Signature _____

Signature (Section Head)

(Signature (Principal))