

# Application Form for Student TC

(To be filled in by the parent)

To,  
The Principal  
Jibreel International School  
Kolkata

Unit .....

Date: .....

Dear Sir,

I ..... Father/Mother  
of.....Student ID No..... studying in  
Class..... Sec..... would like you to grant the Transfer Certificate of my ward  
because .....

The proposed Date of Leaving the school is.....

\_\_\_\_\_  
Signature of the Parent

**Note- TC will be issued only after 4 working days of the last day of the attendance of the student**

**(To be filled in by the Class teacher and countersigned by Vice Principal)**

No. of School Working Days: ..... No. of School Days Attended: .....

General Conduct:.....

Last Date of Attendance: .....

**Result: Passed/Promoted/Failed** .....

\_\_\_\_\_  
Signature of Class Teacher

\_\_\_\_\_  
Signature of Vice Principal

-----  
**For Official Use**

Nationality:..... Date of Birth:.....

Class at the Time of Admission: ..... Date:.....

Class at the Time of School Leaving:..... Date:.....

Dues, if any: (1) School Fees.....(2) Transport Fees.....

Misc..... Total:.....

\_\_\_\_\_  
Signature of Account Manager /Cashier