

To
The Principal,
Jubilee Hills Public School
Hyderabad.

Date:

Request for Transfer Certificate

1	Student Admn. No	
2	Name of the Student	
3	Class & Sec	
4	Reason for Leaving	
5	Phone/ Mobile No.	
6	T.C to be collected	In person on _____ between 3 P.M & 4 P.M / By Post (To pay Rs.50/- extra)
7	If by Post, give Address	

Note: T.C will be issued within 7 working days from the date of Request.

Name of the Parent

Signature of the Parent

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FOR OFFICE USE

1	No Dues from Class Teacher	
2	No Dues from Library	
3	No Dues from N.C.C	
4	No Dues from Office	
5	T.C Number	
6	Date of Issue	
7	T.C Register entry by Office	Yes / No
8	Signature of Admin Officer	
9	Signature of Principal	
10	T.C Scanning process by Office	Yes / No
11	Quick School entry by Office	Yes / No
12	Archie entry by Computer Dept	Yes / No
13	Delivered to the Parent on	_____ between 3 P.M & 4 P.M