

SS CONVENT SCHOOL KHEMAUPUR AZAMGARH

LEAVING CERTIFICATE (TRANSFER CERTIFICATE)

Name of the School (Affiliated to)

Place District

PARTICULARS

Name of the Student

Date of Birth

Aadhar No.

UDI's No.

P.E. No.

Date of Student's First Admission

Class Section

Name of Mother

Name of Father

Father's Aadhar No.

Mobile No.

Caste (Whether SC or ST)

Religion

Place of Residence

Tehsil District

Period of Study in the School

Date of First Admission in the School

Date of Issue of Transfer Certificate

Transfer Register No.

Date of Last Attendance in the School

Academic Performance of the Student

Date of Issue of Transfer Certificate

Reason for Leaving the School

Conduct

(Whether Passed the Last Examination)

Last Exam Passed

Class in Which Studying

Fee Dues, if any

Language Studied (Hindi/Other)

IMPORTANT INSTRUCTIONS

1) This certificate is not a character certificate.

2) For admission, it must be verified.

a) Attach the number of days the school was open

b) Attach the number of working days of the student

c) Attach the number of days the student was absent

d) Attach the number of days he/she was on leave

e) Attach the occupation of the father

Date Month Year 20.....

Signature of Principal/Headmaster

- Note :
1. This certificate is to be fully and carefully filled in by the Principal/Headmaster and signed by him.
 2. It is the responsibility of the writer to enter the details in the transfer register.
 3. It is mandatory to write the full name of the student in capital letters.
 4. In case of any correction, do not overwrite. Instead, issue a new certificate.
 5. No overwriting or cutting is allowed in the transfer certificate.