

# SPECIMEN FORM

## Application for Transfer Certificate

To,

The Principal,  
St. Aloysius Sr. Sec. School,  
Jabalpur, M.P. - 482001.

**Subject :** Application for Transfer Certificate

Dear Father,

Please furnish me with the Transfer Certificate of my son / daughter.

The necessary particulars are given below :

1. Name of the Pupil.....
2. Father's/Guardian's Name.....
3. Nationality.....
4. Whether the candidate belongs to Scheduled caste/ Scheduled Tribe/OBC.....
5. Class in which the pupil last studied (In figures) .....  
.....(In words).....
6. Date of Leaving school.....
7. Whether failed, if so once/twice in the same class  
.....
8. Subjects studied 1..... 2.....  
3..... 4..... 5.....  
6..... 7..... 8.....
9. Month upto which the (pupil has paid) school dues/paid  
.....

10. Any fee concession availed of : if so, the nature of such concession  
..... (Sign. of Treasurer)
11. Total no. of working days..... (Sign. of Treasurer)
12. Total no. of working days present .....
13. All books returned
14. Whether NCC Cadet / Boy Scout / Girl Guide (details may be given  
..... (Sign. of NCC Officer)
15. Games played or extra-curricular activities in which the pupil usually  
took part (mention achievement level therein).....  
.....
16. Date of application for certificate.....
17. Reasons for leaving the school.....

**Signature of Class Teacher**

**Signature of Parent**