

## Part 3: Sample Forms

### 3.1 Sample Transfer Certificate

Kindly type the below mentioned text on the Letter Head of School, if the school does not have their own Transfer/ school Leaving Certificate.

1. TC / SLC No.: \_\_\_\_\_
2. Name of the Student: \_\_\_\_\_
3. Mother's Name: \_\_\_\_\_
4. Father's Name: \_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Date of Birth (in Figures): \_\_\_\_\_  
(in Words): \_\_\_\_\_
7. Aadhar Number of the Student (not mandatory):  
\_\_\_\_\_
8. Blood Group of the Student:  
\_\_\_\_\_
9. Category of the Student: \_\_\_\_\_ (General/  
SC/ST etc.) Sub-Category of the Student: \_\_\_\_\_
10. Whether the Student belongs to Divyang Category: \_\_\_\_\_  
(Yes/No) Type & Percentage of Disability: \_\_\_\_\_
11. Class to which the student was first admitted: \_\_\_\_\_ Year:  
\_\_\_\_\_
12. Class in which the student is presently studying: \_\_\_\_\_
13. Date of enrolment in the present Class: \_\_\_\_\_
14. Result through which the student has been enrolled in the present class:  
a) Passed and Promoted to Class: \_\_\_\_\_ Year:  
\_\_\_\_\_
- b) Detained in the Class: \_\_\_\_\_ Year: \_\_\_\_\_
15. Date of last attendance in the school: \_\_\_\_\_
16. Attendance of the Student till the issuance of TC/ SLC: \_\_\_\_\_
17. Date of Application for TC/ SLC: \_\_\_\_\_
18. Date of issue of TC / SLC: \_\_\_\_\_
19. Has the Student ever been rusticated from the school: \_\_\_\_\_  
If Yes, Reasons of rustication: \_\_\_\_\_  
Reasons for re-admission of the Student in the School: \_\_\_\_\_
20. General Conduct of the Student: \_\_\_\_\_

TC/ SLC issued by:

Signature: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

TC/ SLC checked & verified by:

Signature: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Signature of the Principal/ Head Master: \_\_\_\_\_

Name of the Principal/ Head Master: \_\_\_\_\_

Seal/ Stamp of the School:

Countersignature by Education Officer/ any other Govt./ CBSE Authority:

Signature: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Seal/ Stamp: