



BALLIA
JAIPURIA

Choose. Create. Become.

SCHOOL

TRANSFER CERTIFICATE
REQUEST FORM

Parent / Guardian Application

Request No.: _____ Date: _____ Academic Session: _____ Admission No.: _____

1 STUDENT PARTICULARS

Student Name: _____ PEN: _____ Student ID: _____
Class / Section: _____ Roll No.: _____ Date of Birth: _____ Date of Admission: _____
Father / Guardian Name: _____ Mother Name: _____
Primary Mobile: _____ Alternate Mobile: _____ Email: _____
Residential Address: _____
City / District: _____ State: _____ PIN Code: _____

2 TRANSFER CERTIFICATE REQUEST DETAILS

Request Type: ☐ Immediate Withdrawal ☐ After Current Session ☐ After Result Declaration
Last Date Attended / Proposed Leaving Date: _____ TC Required By: _____
Reason for Leaving: _____
School Proposed to Join: _____ City / State: _____
Documents Requested: ☐ Transfer Certificate ☐ Character Certificate ☐ Bonafide Certificate ☐ Other
Collection: ☐ Parent / Guardian ☐ Authorised Person Name / ID: _____

3 PARENT / GUARDIAN DECLARATION

I request the school to issue the Transfer Certificate and selected supporting document(s). I confirm that the particulars stated above are correct and agree to complete all applicable fee, library, transport, laboratory and school-property clearances before issuance.

☐ School ID Card returned / will be returned ☐ All outstanding dues cleared / will be cleared

Place: _____ Date: _____ Student Sign: _____ Parent Sign: _____

4 SCHOOL CLEARANCE AND TC ISSUANCE RECORD - OFFICE USE ONLY

DEPARTMENT	STATUS	REMARKS / OUTSTANDING	SIGNATURE & DATE
Class Teacher / Coordinator	☐ Clear ☐ Pending		
Library	☐ Clear ☐ Pending		
Accounts / Fee	☐ Clear ☐ Pending		
Transport	☐ Clear ☐ Pending		
Laboratory / Activity	☐ Clear ☐ Pending		
School Office / Records	☐ Clear ☐ Pending		

TC will be processed after completion of all applicable departmental clearances.

TC ISSUANCE RECORD

Admission Register No.: _____ TC No.: _____ Date of Issue: _____
Class Last Studied: _____ Result Status: _____ Conduct: _____
Reason Recorded in TC: _____

Prepared By

Checked By

Principal / Authorised Signatory

RECEIPT ACKNOWLEDGEMENT:

Received TC No. _____ on _____

Signature: _____