

TO BE FILLED IN BY PARENTS ONLY

(PLEASE USE SEPARATE APPLICATION FORM FOR EACH CHILD)

To,
The Principal
Islamia English School
Abu Dhabi, U.A.E.

Date: _____

Sub: Application for issuance of TRANSFER CERTIFICATE (SCHOOL LEAVING CERTIFICATE)

Sir,

Please issue me Transfer Certificate in respect of my son/daughter:

Name of the Student	G.R. No.	Sex	Current or (Last Grade)	Current Academic Yr. or Last (Academic Yr.)	Remarks

Name of Brothers/Sisters who will continue to study in this School:

Sr. No.	Name of the Student	G.R. No.	Sex	Current Grade	Current Academic Year	Remarks

Reason for leaving the School: _____

(Please mark with (✓) to specify the place where the student(s) is /are going to continue his/her/their further studies):

- Shifting to another School OUTSIDE U.A.E.*
- Shifting to another School IN ABU DHABI*
- Shifting to another School OUTSIDE ABU DHABI*

Last date of attendance in the School: _____ Last Academic Year: _____

I understand that my ward will not attend/has not attended the Class after this application for T.C.

Thanking you,

Name of the Parent: _____

Yours faithfully,

P.O. Box: _____

TEL(O): _____

(Signature of the Parents)

TEL.(RES): _____

(FOR OFFICE USE ONLY)

Received Dhs: _____ Receipt No: _____ Date: _____ Received by: _____

Endorsement: _____

FOR OFFICE USE ONLY

ISLAMIA ENGLISH SCHOOL, ABU DHABI, U.A.E.

STUDENTS' CLEARANCE FORM

Name of the Student: _____

Dues Cleared up to: _____

Library books received: _____

Laboratory
(Apparatus/Keys): _____

Trophies etc.: _____

Class Teacher: _____

Last Date of Attendance: _____

T.C. No.:

Page No.:

Sr. No.:

G.R. No.:

Grade: _____

Accountant: _____

Librarian: _____

Lab. Assistant: _____

Sports' Teacher: _____

H/Ms: _____

** (Note: If the student has appeared for the Written & Practical Examination, which ever is held last, the last day of that Examination to be treated as the student's last date of attendance)*

FOR OFFICE USE ONLY

DETAILS REQUIRED FOR TRANSFER CERTIFICATE
(To be filled in by the Record Room Clerk)

G.R. No.:

Sex: _____

Religion: _____

Name of the Student: _____

Father's name: _____

Nationality: _____

Date of Birth (In figure): _____

Date of Admission: _____

Grade: _____

Section: _____

Previous Grade: _____

Section: _____

Academic Year: _____

Result at the end of the
Academic Year: _____

**Detained/Passed &
Promoted/Fresh:** _____

Present Grade: _____

Section: _____

Academic Year: _____

Last Date of Attendance: _____

Note: Name & Date of Birth is as per BR/GR. & Result verified from the Result Sheet:

Signature of R.R. Clerk: _____

Date: _____

Administration Officer: _____

PRINCIPAL _____