

**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**

T.C. No.:

Page No.:

Sr. No.:

G.R. No.:

Grade: \_\_\_\_\_

Accountant: \_\_\_\_\_

Librarian: \_\_\_\_\_

Lab. Assistant: \_\_\_\_\_

Sports' Teacher: \_\_\_\_\_

H/Ms: \_\_\_\_\_

Name of the Student: \_\_\_\_\_

Dues Cleared up to: \_\_\_\_\_

Library books received: \_\_\_\_\_

Laboratory (Apparatus/Keys): \_\_\_\_\_

Trophies etc.: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_

*\* (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.:

Name of the Student: \_\_\_\_\_ Sex: \_\_\_\_\_

Father's name: \_\_\_\_\_ Religion: \_\_\_\_\_

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 \_\_\_\_\_