

LEAVE APPLICATION FOR CLASS/SCHOOL(To be filled by parents)

The Principal,
Birla Public School Ganganagar,
Sri Ganganagar
Rajasthan.

DATE: _____

SUBJECT- LEAVE APPLICATION FOR _____ DAYS OF MY SON/DAUGHTER FROM
CLASS _____ .

To Whom It May Concern,

This is to kindly request you to grant my Son/Daughter _____
(name) a student of class _____, of your school. He is down with high fever .He
has been advised a complete rest for ----- days. Please grant him/her a leave for
the same.

Thanking You

Regards,

Parent's Name _____

Contact Number _____

Address _____

Note- Parents should attach a medical certificate in case the child is absent for more than 3 days.

Birla Public School Ganganagar

10 K.M. MILES STONE SURATGARH ROAD Sriganganagar RJ 335001

Transfer Certificate

TC No. Student No Withdrawal No.
TC000000XX BPSGST55000XX WD000000XX

1.	Name Of Pupil :		
2.	Mother's Name :		
3.	Father's Name :		
4.	Nationality :		
5.	Whether the candidate belongs to Schedule Caste or Schedule Tribe or Other Backward Class: NO		
6.	Date of First Admission in the school with class:	XX-XX-XXXX	Class Joined:
7.	Date of Birth (in Christian Era) according to Admission Register (In figure) : XX-XXX-XX (In words) :		
8.	Class in which the pupil last studied (In figure):		(In Words)
9.	Board/School Annual Examination last taken with result:		
10.	Whether failed, if so once/twice in the class:		
11.	Subjects Studied:	1. 2. 3. 4. 5. 6.	
12.	Whether qualified for promotion to the higher class: if so, to which class (in figures)		(In Words)
13.	Month up to which the pupil has paid school dues:		
14.	Any fee concession availed of : if so, the nature of such concession :		
15.	Total No. of working days :		
16.	Total No. of working days present :		
17.	Whether NCC Cadet/Boy Scout/Girl Guide (details may be given):		
18.	Games played on extra-curricular activities in which the pupil usually took part (mention achievement level therein):		
19.	General Conduct :		
20.	Date of application for certificate: XX-XX-XXXX		
21.	Date of issue of certificate : XX-XX-XXXX		
22.	Reason for leaving the school :		
23.	Any other remarks :		

Date XX-XX-XXXX Signature of Prepared by Checked by PRINCIPAL
Class Teacher

SEAL