



# INDIAN SCHOOL AL-AIN

Tel No: 03 7678915

P.O Box 16062 – AL-AIN

Website : www.indianschoolalain.com

## REQUEST FOR TRANSFER CERTIFICATE

Academic Year : \_\_\_\_\_

Adm No: \_\_\_\_\_ Parent Code No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

If Using School Transport Yes /No

If yes, please mention Bus No: \_\_\_\_\_

To  
The Principal  
Indian School Al-Ain

Dear Madam

Kindly issue me the Transfer Certificate for my son /daughter \_\_\_\_\_  
of Class \_\_\_\_\_ Nationality : \_\_\_\_\_ Religion : \_\_\_\_\_

### **I am transferring my ward from your school to**

- \_\_\_\_\_ in Al-Ain, Abu Dhabi Zone
- \_\_\_\_\_ Emirate of U.A.E
- Name of the Country \_\_\_\_\_

**Last of date of attendance:** \_\_\_\_\_

**Reason for Leaving :** \_\_\_\_\_

Your faithfully,

Name & Signature of the Parent \_\_\_\_\_ Date : \_\_\_\_\_

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### FOR OFFICE USE

Departmental Clearance	Remarks	Signature & Date
Accounts :	Fee paid till _____ Receipt No: _____ Date: _____	
Class Teacher :	Date of last attendance : _____ Total attendance out _____ / _____	
Section Heads		
Library (Class III & Above)	Returned / Due	
Transport Section		
Registrar	eSIS No: _____	
Principal		

Received the original TC Name & Signature ; \_\_\_\_\_ Date : \_\_\_\_\_