



Taktse International School

Pangthang, Gangtok, East Sikkim, India
admission@taktse.org
Reg No: 50/S/E/2009, Approved by HRDD Govt. of Sikkim
Affiliated to Cambridge: Centre No. IN616
Affiliated to ICSE: SI010/2018



APPLICATION FOR THE ISSUE OF TRANSFER CERTIFICATE

Students Particulars (in BLOCK letters)

To,
The Head of School,

I request you to issues the Transfer Certificate as per the following information -

Name of the Student
Date of BirthGrade Admission No.
Mother's Name
Father's / Guardian's Name
Address for future communication
.....
Phone No. Email ID

REASON FOR APPLICATION: Upon completion of IGCSE / ICSE Parent's transfer to another city
 Upon completion of AS-A Level / ISC
 Any other reason (please specify)

REFUND: Please adjust any dues that stand in my ward's name from the Security Deposit, if held by the school. Balance, if any, may be refunded to me in my account as per school records. I also undertake to clear all dues of school before the TC is issued.

Date Signature of Parent

FOR OFFICE USE ONLY

Received onby..... Last date of the Students Attendance //

CLEARANCE CERTIFICATE			
This is to certify that the student mentioned on this form has no outstanding in my respective department and I by signing as specified on this form provide my consent & clearance for issue of the Transfer Certificate.			
Sl. No.	Department	Remarks (if any)	Authorized Signature with Date
1.	Homeroom Teacher		
2.	Library		
3.	Physical Education		
4.	Laboratory Dues (if any)		
5.	Misc. Dues		
6.	Accounts		

TC may be issued: Yes No

Recommended By: **Ms. Rekha Jain** (Admission Manager) Date: _____
Signature of the Executive Director & HoS Date: _____