



# SHARJAH INDIAN SCHOOL

Tel: 06 5670560 / Tel: 06 5671866  
Fax: 06 5672914 / Fax: 06 5675166  
P.O. Box – 2324, Sharjah  
e-mail: [mail@sissharjah.com](mailto:mail@sissharjah.com) Website: [www.sissharjah.com](http://www.sissharjah.com)

## OUR VISION

Educate Enlighten Empower

Circular No. SIS/109/2018-2019

6<sup>th</sup> February 2019

Dear Parent  
Sir/Madam

Your kind attention is invited to the following points.

### Transfer Certificate – Preliminary Survey

We are in the process of planning the next academic year's (2019-2020) class structure. In this regard, we would request you to let us know if you wish to take the T.C. for your ward after the Annual Examination in March 2019. Please fill in the proforma given below to let us know of your decision and submit the same to the respective Class Teacher on or before **Wednesday, 13<sup>th</sup> February 2019**.

**The prescribed Application Form along with fees (Dhs. 60/-) for the Transfer Certificate should be submitted before 31<sup>st</sup> March 2019 for the issuance of the Transfer Certificate.** The financial liability of parents towards the school for students applying for Transfer Certificate after 31<sup>st</sup> March 2019 will be calculated termwise.

Your co-operation in this regard would be highly appreciated.

Thanking you.

Yours sincerely,

PRAMOD MAHAJAN  
PRINCIPAL



## SHARJAH INDIAN SCHOOL

**Acknowledgement - Circular No. SIS/109/2018-2019 dated 06/02/2019**

**Transfer Certificate – Preliminary Survey**

*To be handed over to the Class Teacher on or before Wednesday 13/02/2019.*



Name of student: \_\_\_\_\_ G.R. No.: \_\_\_\_\_

Class & Section: \_\_\_\_\_

We wish to take TC of our ward after the Annual Examination in March 2019.

Prescribed Application Form along with the required TC fees (Dhs. 60/-) will be submitted after the Examination for issuance of the Transfer Certificate.

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

Contact Telephone Numbers: \_\_\_\_\_ Email ID: \_\_\_\_\_