



SHARJAH INDIAN SCHOOL

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OUR VISION

Educate Enlighten Empower

Circular No. SIS/060/2020-2021

21st January 2021

For the students of KG1, KG2 & Grade I to IX & XI

Dear Parent
Sir/Madam

Your kind attention is invited to the following points.

Transfer Certificate – Preliminary Survey

We are in the process of planning for the next academic year 2021-2022 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 2021. Please fill in the proforma given below and email the same to the respective Class Teacher on or before 28th January 2021. Please note that this Preliminary Survey will be used only as a part of planning for the next academic year 2021-2022.

Procedure for applying for Transfer Certificate

The prescribed TC Application Form (which is available at the school reception or on the school website) along with fees of Dh. 60/- for the Transfer Certificate should be submitted to the school office before 31st March 2021 for the issuance of the Transfer Certificate. The financial liability of parents towards the school for students applying for Transfer Certificate after 31st March 2021 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/060/2020-2021 dated 21st January 2021

Transfer Certificate – Preliminary Survey

To be emailed to the Class Teacher on or before 28th January 2021

Name of student: _____ G.R. No.: _____ Class & Section: _____

1. My ward will continue in SIS for the academic year 2021-2022. ☐

2. I wish to take TC of our ward after the Annual Examination in March 2021. ☐

Please put mark ✓ in appropriate column.

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

Date: _____ Name of the Parent: _____ Signature: _____

Contact Telephone Numbers: _____ Email ID: _____

