



SHARJAH INDIAN SCHOOL

GHUBAIBA

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OUR VISION

Educate Enlighten Empower

Circular No. SIS/106/2023-2024

29th January 2024

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

Dear Parent
Sir/Madam

Sub: Preliminary Survey – Transfer Certificate Applicants

We are in the process of planning the class structure for the next academic year 2024-2025. In this regard, we request you to let us know if you wish to take the Transfer Certificate for your ward after the Annual Examination in March 2024. Please fill in the proforma given below and submit the same to the Class Teacher on or before 5th February 2024. Kindly note that this Preliminary Survey will be used only as a part of planning for the next academic year 2024-2025.

Procedure for applying for Transfer Certificate:

1. Students applying for Transfer Certificate are required to collect the prescribed TC Application Form from the school reception.
2. Fees up to March 2024 with arrears if any has to be cleared before submitting the TC Application Form. The last date for applying for TC for the academic year 2023-2024 will be 31/03/2024. The TC fee receipt of has to be attached with the TC application form.
3. The financial liability of parents towards the school for the students applying for Transfer Certificate after 31st March 2024 will be calculated term wise.

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

Thanking you.

Yours sincerely,

PRAMOD MAHAJAN
PRINCIPAL



SHARJAH INDIAN SCHOOL

Acknowledgement

Preliminary Survey – Transfer Certificate Applicants

To be submitted to the Class Teacher on or before 05/02/2024



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

1. My ward will continue in SIS for the academic year 2024-2025. ☐
2. I wish to take TC of my ward after the Annual Examination in March 2024. ☐

Please put mark ✓ in appropriate column.

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

Contact Telephone Numbers: _____ Email ID: _____