

# INDIAN SCHOOL MUSCAT

☎: 24702567 / 24707567

From : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To : **The Principal**  
**Indian School Muscat**  
**Sultanate of Oman**

Tel : (O) \_\_\_\_\_ (R) \_\_\_\_\_

Dear Sir,

## Sub : Application for Transfer Certificate :

I wish to withdraw my son / daughter from the School with effect from \_\_\_\_\_.

The reason for the withdrawal is \_\_\_\_\_

Name of the Student \_\_\_\_\_ Class \_\_\_\_\_ Sec. \_\_\_\_\_

It is therefore requested that a Transfer Certificate be issued to my ward and refundable deposit of R.O. \_\_\_\_\_ be returned to me. It is understood that the refundable deposit will take approximately 10 days from the date of this application.

Class Teacher's Name : \_\_\_\_\_ G.R. No. \_\_\_\_\_

Thanking you,

Parent's Name : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Please furnish the following details also :

If any other child/children of yours is/are studying in the school.

#	Name of Student	G.R. No.	Class & Sec.
1			
2			
3			

### FOR OFFICE USE ONLY

(a) Clearance from the Lab. I/C CHEM.  PHY.  BIO.  COMP.  SC.

(b) Clearance from the Librarian : \_\_\_\_\_

(c) Class Teacher's remarks on Attendance : From : \_\_\_\_\_ To : \_\_\_\_\_ No. of days = \_\_\_\_\_

(d) Last Date of Attendance : \_\_\_\_\_

Class Teacher's remarks about the progress in studies : \_\_\_\_\_  
(Please keep the REPORT CARD / MARKS CARD ready)

Name of the Class Teacher : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

### REFUNDABLE DEPOSIT DETAILS (For Accounts Dept.)

Amount (R.O.) _____	Receipt No. _____	Receipt Date : _____
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