



PARENT REQUEST FORM

FIELD MARKED WITH (*) IS MANDATORY

STUDENT NAME *				DATE *:	
STUDENT ID *	/	CLASS *		SECTION *	
CONTACT NO *					

(A) CHANGE IN PHONE NO. / EMAIL

PHONE NO		EMAIL	
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(B) CHANGE OF ADDRESS

ADDRESS	

(C) BUS JOINING / LEAVING / CHANGE OF PICKUP POINT / CHANGE OF DROP POINT (TICK APPROPRIATE OPTION)

(BUS FORM TO BE FILLED AND ATTACHED)

DATE OF JOINING / LEAVING	
NEW PICKUP POINT	
NEW DROP POINT	
REASON FOR LEAVING	

(D) CHANGE IN SHIFT / STREAM / 2ND LANGUAGE / 3RD LANGUAGE (TICK APPROPRIATE OPTION)

NEW SHIFT/STREAM	
CHANGE IN LANGUAGE	
2ND LANGUAGE	3RD LANGUAGE

(E) TRANSFER CERTIFICATE

(BOTH THE PARENTS SIGNATURE IS MANDATORY FOR TC APPLICATION)

DATE OF WITHDRAWAL	
REASON FOR WITHDRAWAL	
FEEDBACK (IF ANY)	

(F) DUPLICATE ID/ESCORT/BAG ID CARD/ FEE BOOK (REASON) /ANY KIND OF SPECIAL CHANGES (WITH SUPPORTING DOCUMENT)

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FATHER'S SIGNATURE

.....
MOTHER'S SIGNATURE

NAME:
 (IN BLOCK LETTERS)

NAME:
 (IN BLOCK LETTERS)

.....
 PRINCIPAL'S SIGNATURE

Library Clearance (for TC):

Office Use (for TC):

Remarks:..... Librarian's Signature:.....

Fee clearance Status:

Signature:.....

..... Date:.....

..... Date:.....