



**PARENT REQUEST FORM**

FIELD MARKED WITH (\*) IS MANDATORY

<b>STUDENT NAME *</b>	<b>DATE *:</b>		
<b>STUDENT ID *</b>	/	<b>CLASS *</b>	<b>SECTION *</b>
<b>CONTACT NO *</b>			

**(A) (i) CHANGE IN CONTACT DETAILS (FATHER)**

PHONE NO		EMAIL	
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**(ii) CHANGE IN CONTACT DETAILS (MOTHER)**

PHONE NO		EMAIL	
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**(iii) CONTACT DETAILS OF PARENT / GUARDIAN FOR SMS / EMAIL COMMUNICATION WITH SCHOOL.**

NAME	RELATIONSHIP WITH STUDENT
PHONE NO	EMAIL

**(B) CHANGE OF ADDRESS**

ADDRESS	

**(C) BUS WITHDRAWAL / CHANGE OF PICKUP POINT / CHANGE OF DROP POINT (TICK APPROPRIATE OPTION)**

DATE OF LEAVING	
REASON FOR LEAVING	
PICKUP POINT	
DROP POINT	

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

NEW SHIFT/STREAM			
<b>CHANGE IN LANGUAGE</b>			
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 DOCUMENTS)**

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**FATHER'S SIGNATURE**  
 NAME:  
 (IN BLOCK LETTERS)

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**MOTHER'S SIGNATURE**  
 NAME:  
 (IN BLOCK LETTERS)

**Office Use:**

.....  
 PRINCIPAL'S SIGNATURE

Library Clearance (for TC):  
 Remarks:.....  
 Librarian's Signature:..... Date:.....

Accounts (for TC):  
 Fee clearance Status:.....  
 Signature:..... Date:.....