[SCHOOL NAME]

[Address, City] • [Phone] • [email@school.edu] • Affiliation / Reg. no.: [Board / EMIS / UDISE No.]

SLC no.: [0001] Admission no.: [0000] Date: [DD/MM/YYYY]

SCHOOL LEAVING CERTIFICATE

ALSO CALLED TRANSFER CERTIFICATE (TC)

1	Name of student	[Full name in capital letters]
2	Father's / guardian's name	[Name]
3	Mother's name	[Name]
4	Date of birth (as per admission register)	[DD/MM/YYYY] In words: [Fifth March Two Thousand Twelve]
5	Nationality	[Nationality]
6	Date of admission and class	[DD/MM/YYYY] — Class [__]
7	Class in which last studied	[Class __, Section __]
8	Last examination taken and result	[Annual exam 2026 — Passed / Failed]
9	Whether qualified for promotion	[Yes, to Class __ / No]
10	Subjects studied	[English, Mathematics, Science, ...]
11	Attendance (days present / working days)	[180 / 200]
12	All dues paid up to	[Month YYYY] (No dues pending)
13	Date of leaving	[DD/MM/YYYY]
14	Reason for leaving	[Parent's request / transfer / completed school]
15	General conduct and character	[Good / Very good]
16	Remarks	[Any other remarks]

Certified that the above information is correct as per the school admission register, and that the student has no dues outstanding to the school.

_____ _____ _____

Prepared by (class teacher) **Checked by (office)** **Principal / Head teacher**

(School stamp)

Issued free of charge. Any change or erasure makes this certificate invalid; a duplicate is marked "DUPLICATE". Check your board or department's own form if it prescribes one.