

School Transfer Certificate (TC) Application by Parents

1. School Transfer Certificate Application for Relocation Purposes by Parents

To,
The Principal,
[School Name],
[School Address],
[City],
[Date]

Subject: Application for School Transfer Certificate due to Relocation

Respected Sir/Madam,

I am [Your Name], parent of [Child's Name], studying in class [Class and Section] in your esteemed institution. I am writing this letter to request the issuance of a transfer certificate for my child due to our family's relocation.

Due to an unavoidable change in my job, I have been transferred to [New City Name]. Consequently, our entire family must move to the new city to settle there. In light of this situation, I request you to kindly issue the transfer certificate for my child at the earliest possible date, as it will be required for seeking admission in a new school in the new city.

I am grateful to the entire school faculty for their dedicated efforts in providing an excellent educational environment for my child. We will always cherish the memories and values learned at this school.

Kindly consider my request and provide the transfer certificate at the earliest. I will clear any pending dues before collecting the certificate.

Thank you for your understanding.

Yours sincerely,

[Your Name]
[Your Address]
[City]
[Contact Number]

2. Application for Transfer Certificate Due to a Change in Curriculum by Parents

To,
The Principal,
[School Name],
[School Address],
[City],
[Date]

Subject: Application for Transfer Certificate Due to Change in Curriculum by Parents

Respected Sir/Madam,

I, [Your Name], am writing this application to request a transfer certificate for my son/daughter, [Child's Name], who is currently studying in Class [Class] Section [Section] of your esteemed school. Due to certain personal reasons, we have decided to change the curriculum for our child and have decided to enroll him/her in a different school that follows the desired curriculum.

Our decision stems from the belief that the new curriculum will be more suitable for our child's future goals and aspirations. We are immensely grateful for the excellent academic foundation and moral values that your school has provided to our child during his/her time here.

I kindly request you to issue the transfer certificate at the earliest, as we need to complete the admission process at the new school as soon as possible. I understand that there may be formalities and fees associated with the issuance of the transfer certificate, and I am ready to complete them as required.

Thank you for your understanding and assistance in this matter. We will always cherish the memories and experiences that our family had at your esteemed institution.

Yours sincerely,

[Your Name]

[Your Address]

[Contact Number]

[Email ID]

3. Requesting a School Transfer Certificate Application for Health Reasons by Parents

To,
The Principal,
[School Name],
[School Address],
[City],
[Date]

Subject: Request for School Transfer Certificate due to Health Reasons

Respected Sir/Madam,

I, [Your Name], father/mother of [Student's Name], who is currently studying in class [Class and Section] in your esteemed school, kindly request you to issue a transfer certificate for my child on account of health reasons.

Due to some unforeseen health complications, our family doctor has recommended us to change our current place of residence for the betterment of my child's health condition. Consequently, we have decided to shift to a different city and hence, my child will not be able to continue their education at your esteemed institution.

I would like to express our sincere gratitude for the exceptional guidance and support provided by your school in nurturing my child's academic growth so far. It is with a heavy heart that we have to make this decision and request your kind cooperation in this matter.

Kindly issue the transfer certificate for my child, [Student's Name], at the earliest to facilitate a smooth transition to the new school. I have cleared all the outstanding fees and dues.

Thank you for your understanding and assistance in this matter.

Yours faithfully,

[Your Name]

[Father/Mother of Student's Name]

[Address]

[Contact Number]

4. Application for School Transfer Certificate Following Disciplinary Issues by Parents

To,
The Principal,
[Name of the School],
[Address],
[City, State, Pin Code]

Subject: Application for School Transfer Certificate following Disciplinary Issues by Parents

Respected Sir/Madam,

I, [Your Name], parent of [Student's Name], who is currently studying in Class [Class and Section] at your esteemed school, am writing this application to request the issuance of a Transfer Certificate for my child.

My son/daughter has been facing disciplinary issues at school due to the interference of his/her parents. We deeply regret our behavior and the impact it has had on the school environment and our child's education. We understand the importance of maintaining discipline, and we take full responsibility for our actions.

We have realized that our involvement has caused unnecessary disruptions, and it is in the best interest of our child and the school that we seek admission

in another institution. Hence, I request you to kindly issue a Transfer Certificate for [Student's Name] at the earliest, so that we can initiate the admission process in another school without any delay.

I appreciate your understanding and cooperation in this matter, and I assure you that we will not repeat such behavior in the future. Kindly consider our request and do the needful.

Thanking you.

Yours sincerely,

[Your Name]
[Contact Number]
[Address]
[Date]

5. School Transfer Certificate Application Due to Financial Constraints by Parents

To,
The Principal,
[School Name],
[School Address],
[City],
[Date]

Subject: Application for School Transfer Certificate Due to Financial Constraints

Respected Sir/Madam,

I, [Your Name], am the father/mother of [Student's Name], a student of class [Class and Section] in your esteemed school. I am writing this application to inform you about the financial constraints our family is currently facing, and to request a transfer certificate for my child.

Due to the ongoing economic crisis, I have been facing severe financial difficulties, which have adversely affected our family's income. As a result, we are unable to afford the school fees and other expenses associated with my

child's education at your esteemed institution. It is a tough decision for us, but we have decided to move our child to a more affordable school to continue their education.

In light of these circumstances, I humbly request you to kindly issue a transfer certificate for my child, [Student's Name], so that we can complete the admission process in the new school without any delay. We will always be grateful for the quality education and nurturing environment provided by your esteemed school, which has played an essential role in my child's growth and development.

I hope you will understand our situation and approve our request at the earliest. Your kind support in this matter would be highly appreciated.

Thanking you,

Yours sincerely,

[Your Name]

[Contact Number]

[Address]