



**SIR MUTHA SCHOOL**  
**TC CLEARANCE CERTIFICATE**

**Name:**

**Class & Sec:**

<b>SL.NO</b>		<b>REMARKS</b>	<b>SIGNATURE</b>
<b>1</b>	Class Teacher		
<b>2</b>	Total No Of. Working Days		
<b>3</b>	Number Of Days Present		
<b>4</b>	Librarian		
<b>5</b>	School Fees		
<b>6</b>	Accounts Officer	<b>Tuition fee :</b>  <b>Text books &amp; Note books :</b>  <b>Track pants:</b>  <b>ETT/HC/PS/CMPT:</b>  <b>Total:</b>	
<b>7</b>	Principal		



Sir Mutha School  
 A Unit of The Madras Seva Sadan  
 Founded By Sir & Lady M. Venkatasubbha Rao

**APPLICATION FOR TRANSFER CERTIFICATE**

**Date of Application:**

**Name of the Parent/Guardian: Ms./Mr.:**

**Phone No.:**

**Address:**

**Name of the Student:**

**Class & Section:**

**Reason for Leaving: (Tick your options for leaving this school)**

- Transfer of job
- Change of Stream/Board
- To Study in a Hostel
- Moving abroad
- Any other reason (specify) \_\_\_\_\_.

**Remarks: [if any]**

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**I request you to issue the transfer certificate of my son/daughter.**

**Signature of the Parent/Guardian**

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**For Office Use Only:**

Approval from the Principal/Vice Principal

**Remarks:**