



REF: CBSE/2023-2024

16.01.2024

Dear Parents,

Parents interested in applying for Transfer Certificate of their children are requested to download the soft copy of the requisition letter from Edchemy **(TC request form uploaded under ready references on Edchemy)**. Please note that if you are applying for more than one child, we need separate application for each child.

Parents have to answer question No. 6 and 7 in the requisition letter because as a school we have to furnish information to the Block Education office in case they ask details about the children who have taken transfer certificates from our school.

The last date for the school to receive requisition letters from the parent is 15th February 2024. The same will be issued after the tuition /transport fee of 2023- 2024 is paid in full and the transfer certificate will be issued at the end of the academic year.

Regards

Mrs. Pushkala Parasuraman
Principal