The Orbis School
Celebrate Learning
Mundhwa, Pune

Serial No.:

APPLICATION FOR WITHDRAWAL

(PLEASE FILL IN BLOCK LETTERS)

Class_____Division_____ Date_____

Student ID. _____
(OFFICE USE)

Student Information

Name_____
(as per birth certificate) FIRST NAME MIDDLE NAME (if applicable) SURNAME

Reason for Withdrawal _____

_____

Last date of attendance will be: _____ School Fees paid upto: _____

_____ _____
Signature of Parent /Guardian Signature of Co-ordinator

Name_____

Note: The Transfer Certificate will be issued 10 days after the last date of attendance mentioned above

Office Use

Signature of applicant verified as that of parent/ guardian

Verified by Admin	Verified by Principal

DUES: Dues are to be signed in only if the due is NIL. If not send a note with this slip back to admin IMMEDIATELY. Normally respective persons to revert within 2 hours of receipt.

Fees paid till	Fees Due up to	Bal (Rs)	Sign (Admin)
Library Dues	Sign (Librarian)	Robotics Lab Dues	Sign (Lab in charge)
Sports Dues	Sign (PTI)	CCA Dues	Sign (Class Teacher)
Comp Lab Dues	Sign (Lab in charge)	Science Lab Dues	Sign (Lab in charge)
Other Dues	Sign (Admin)		

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To be filled in by Class Teacher

Total no. of working days till date: _____ No. of working days the child was present: _____

Dues if any: _____ General conduct: _____

Participation in activities: _____ Promoted to: _____

_____ _____ _____

Class Teacher's Sign Coordinator's Sign Date:

Office Use

Task	On	Sign
School Automation updated		
Transport details updated in School Automation		
Transport registers / self pickup updated		
Tally updated by Accounts Department		
Class attendance registers updated		
Security deposit request made		
Security deposit cheque no._____received		
LC No: _____		

	Date	Admin (sign)	Verified by Principal
Date of Admission to school			
Date of Birth			
Nationality			
LC details verified			

☐ School Automation L C seen

All found okay. Please HANDOVER LC to Parent/ Authorised Person

_____ _____

Principal's signature Date