

Date: / /

**The Principal**  
**Bal Bharati Public School**  
Sector – 14, Rohini,  
Delhi – 110085

**Subject: Application for School Leaving Certificate (SLC)**

Dear Madam,

Please issue SLC to my son/daughter \_\_\_\_\_ of Class & Section \_\_\_\_\_  
Admission No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ as it is difficult for him/her to continue his/her study in the  
school.

**Reason/s for Leaving:** \_\_\_\_\_

Yours faithfully,

Father's Name \_\_\_\_\_ Signature \_\_\_\_\_

Mother's Name \_\_\_\_\_ Signature \_\_\_\_\_

Address: \_\_\_\_\_

Contact No. \_\_\_\_\_ E-Mail: \_\_\_\_\_

**INFORMATION & CLEARANCE FROM VARIOUS INCHARGES**

- |  |   |
|--|---|
| 1. Admission No. _____                       | 10. Any Concession _____                      |
| 2. Date of admission _____                   | 11. General Conduct _____                     |
| 3. D.O.B. _____                              | 12. C.B.S.E. Reg. No. _____                   |
| 4. Previous class _____                      | 13. Library _____                             |
| 5. Promoted class _____                      | 14. Examination Incharge _____                |
| 6. Category (SC/ST/OBC) _____                | 15. De-activation of ID (Tech Incharge) _____ |
| 7. Subjects: _____<br>_____                  | 16. Submission of I-Card Student/Parent _____ |
| 8. No. of attendance days up to date _____   | 17. Fee paid upto _____                       |
| 9. No. of School days student attended _____ | 18. Transport user YES/NO _____               |
|  | 19. Transport Fee paid upto _____             |

Signature of Class Teacher      Signature of Fee Incharge      V.P./HEADMISTRESS      PRINCIPAL

SLC NO. \_\_\_\_\_ DATE \_\_\_\_\_

**SIGNATURE OF SLC INCHARGE** \_\_\_\_\_

**PS: This form can be downloaded by the parent from school website and submitted via e-mail/by Hand in to the school office.**