



Application for School Leaving / Transfer Certificate

[] New [] Renew (fill only up to last exam taken)

Name:	Index:	ID Card No:
Present Address / Island:	Date of Birth:	
Permanent Address / Island:	Contact No:	
Parent Name / Address:		
Class of Admission:	Date of Admission:	Date of Leaving:
Last Class Attended:	Last Exam Taken:	

Subjects Studied in Last Class: (Please [✓] subjects studied in last class)

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|--|---|--|---|---|---------------------------------|
| <input type="checkbox"/> Islamic Studies | <input type="checkbox"/> Accounting | <input type="checkbox"/> Biology | <input type="checkbox"/> G. Science | <input type="checkbox"/> Stat / Mechanics | <input type="checkbox"/> Arabic |
| <input type="checkbox"/> Dhivehi | <input type="checkbox"/> Business | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Social Studies | <input type="checkbox"/> Practical Art | <input type="checkbox"/> |
| <input type="checkbox"/> English | <input type="checkbox"/> Economics | <input type="checkbox"/> Physics | <input type="checkbox"/> Env Studies | <input type="checkbox"/> Physical Education | <input type="checkbox"/> |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Travel & Tourism | <input type="checkbox"/> Comp. Studies | <input type="checkbox"/> Quran | <input type="checkbox"/> Fish. Science | <input type="checkbox"/> |

Participation in Extra & Co-curricular Activities : (Include Leadership passions, Awards and Achievements, Do not fill, if applying for renew certificate)

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Property or Financial Clearance: (If you have filled and submitted Students Clearance form before, you don't need to complete this part)

<u>Library</u> Name: Sign:	<u>House</u> Name: Sign:	<u>Uniform bodies</u> Name: Sign:	<u>Prefect Board</u> Name: Sign:	<u>Tags/Sash</u> Name: Sign:	<u>Financial</u> Name: Sign:	<u>TABLET</u> Name: Sign:
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Need to get Signature from all respective sections.

Name: _____ Signature: _____ Date: _____ Contact: _____

Office Use Only:

Progress in Class: _____ Attendance: _____ Conduct: _____

Cause of Leaving: _____

Remarks: _____

Note:

- Submit Students report book along with the form (If only new).
- If apply for a transfer, should submit admission approval letter from another school.
- Certificate will be Issued within 3 days (working) of form Submission.
- **Chargers: Rates for Certificate: 5.00 | after 6 months: 15.00 | after 1 or more years: 25.00 (this should be paid when collecting the certificate).**