

# FROM OF APPLICATION FOR A LEAVING CERTIFICATE

TO,  
Rev. Sr. Principal  
ST. JOSEPH CONVENT SCHOOL  
Bilakhed, Chalisgaon-424119

Date :

Dear Sister,

Please furnish me with the Leaving Certificate of my child/Ward. The necessary Particular are given below.

Full Name : .....

.....

Admission No. : .....

Class in Which the  
Student studies : .....

Date of Leaving School : .....

Reason for Leaving : .....

Address : .....

.....

Signature pf Parent : .....

## For the use of the school staff

1. All fees and dues have been paid  
(including a month's Notice) .....  
Treasurer

2. Name has bee cancelled from class Register  
Conduct.....Application .....  
Class Teacher

3. All Books refunded Librarian

The Leaving Certificate may be issued Principal

(No leaving certificate is issued until the dues to the school have been in full or satisfactorily arranged for. Apply for L.C. within one year of leaving the school)