

ISLAMIYA ENGLISH SCHOOL, ABU DHABI

C I R C U L A R

Dear Parents,

Assalamu-alaykum,

No. 23/2021

11th Shawwal 1442
23rd May 2021

Parents who wish to transfer their ward(s) are requested to submit their applications for **Transfer Certificates** on or before **06.06.2021**. The T.C. will be issued only with the Annual Examination result after ADEK's approval and may be collected from the School Reception **only** after all the school dues are cleared.

For **Local Transfer** (Abu Dhabi, Al-Ain & Western Region), parents are requested to bring the **Acceptance Letter** from the school where their ward is going to be admitted. In case the Acceptance Letter is not submitted your ward will be withdrawn from the School e-SIS account. **Kindly update your Emirates I.D Card as well as of your ward as it is mandatory from ADEK.**

Applications received after the above-mentioned date may not be entertained before **2nd September 2021** due to Summer Vacation.

Parents are requested to fill up the T.C. Form available on School Website under Administration Bulletin/Circular News at Sr. No. 33 and email it at islamia@islamia.ae

Yours Sincerely,


PRINCIPAL



TO BE FILLED IN BY PARENTS ONLY

(PLEASE USE SEPARATE APPLICATION FORM FOR EACH CHILD)

To,
The Principal
Islamia English School
Abu Dhabi, U.A.E.

Date: _____

Sub: Application for issuance of TRANSFER CERTIFICATE (SCHOOL LEAVING CERTIFICATE)

Sir,

Please issue me **Transfer Certificate** in respect of my son/daughter:

Name of the Student	G.R. No.	Sex	Current or (Last Grade)	Current Academic Yr. or Last (Academic Yr.)	Remarks

Name of Brothers/Sisters who will continue to study in this School:

Sr. No.	Name of the Student	G.R. No.	Sex	Current Grade	Current Academic Year	Remarks

Reason for leaving the School: _____

(Please mark with (✓) to specify the place where the student(s) is /are going to continue his/her/their further studies):

- ☐ Shifting to another School **OUTSIDE U.A.E.**
- ☐ Shifting to another School **IN ABU DHABI**
- ☐ Shifting to another School **OUTSIDE ABU DHABI**

Last date of attendance in the School: _____ Last Academic Year: _____

I understand that my ward will not attend/has not attended the Class after this application for T.C.

Thanking you,

Name of the Parent: _____

Yours faithfully,

P.O. Box: _____

TEL.(O): _____

(Signature of the Parents)

TEL. (RES.) _____

(FOR OFFICE USE ONLY)

Received Dhs: _____ Receipt No: _____ Date: _____ Received by: _____

Endorsement: _____