

School Name or School letterhead

TRANSFER CERTIFICATE

We declare that the accompanying certificate content for student transfer is as follows:

1. Pupil's full name :

2. Date of birth :

3. School curriculum (e.g. British, American etc.) :

4. 12 Grade or 13 Year curriculum :

5. School Calendar Dates: *(EXAMPLE - Starting September ending June or starting January ending December - replace with your child's school's term dates)*

6. Date of leaving:

7. Current grade / year group: *(EXAMPLE - grade 1 or year 1- replace with your child's current grade)*

8. Status: Completed Year or Grade **xxx**, passed and promoted to Year/Grade **xxx** **(or)** Currently in Year/Grade **xxx** and has not yet completed the year/grade.

Signature of Head of School

School stamp