

# FORMATS FOR TRANSFER/CREATION OF STUDENT ID/ADJUSTMENT

## Format for Transfer of Students of Class X, XI & XII (Science/Commerce Stream)

School Name with ID.....

S.No	Name of Student	Student ID	Date of Birth	Father's Name	Class	Stream	Previous Address	Present Address	Proposed School with ID	Justification for Transfer
1.										
2.										

**Enclosures:**

1. Student Detail (MIS).
2. Mark Sheet of Previous Class.
3. Address Proof.
4. Mark Sheet of Class IX (in case of Class X) and Marksheet of Class XI (in case of Class XII)

## Format for Creation of Student ID of Class X/XII (Non Plan Admission)

School Name with ID.....

S.No	Name of Student	Date of Birth	Present Address	Father's Name	Class	Stream	Result of Centralized Admission Test	Eligibility (Science/Commerce)
1.								
2.								
3.								

**Enclosures:**

1. Mark Sheet of Class IX (in case of Class X)/Classes X and XI (in case of Class XII)
2. Address Proof.

## Format for adjustment of Girls/Boys Students admitted in SBVs/SKV in Class Nursery/KG/1st

Sl. No.	Name of School with ID	Name of Girl/Boy Student	Registration No.	Student ID	Proposed School for transfer with name & School ID	Vacant seats in proposed School	Adjustment	
							Adjusted within Vacant Seats	Over & above
1.								
2.								

**\*Note: Applicable format from the above (as per the need of the case) must be included in the NOTING SHEET (Green Sheet).**